

COMMAND SPECIAL ASSISTANCE INITIATIVES

(CSAI)

USERS MANUAL

Prepared by the

Waterways Experiment Station

Revised by

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INTRODUCTION TO USERS MANUAL FOR CSAI

1.1 PURPOSE

The Special Assistance Program, CSAI, formerly COP, uses an ORACLE Relational Database Management System (RDBMS). CSAI will be used by all of the U.S. Army Corps of Engineers Human Resource Offices (HRO) to provide assistance to members adversely affected by reduction-in-force, reorganization/realignment or as a result of any other shift in manpower or workload. The Program's goal is to retain highly skilled, professional, technical, and administrative workforce by providing maximum opportunities for placement into other USACE positions. The Program is in addition to, not a substitution for, other entitlement such as the DOD Priority Placement Program (PPP).

1.2 REQUIREMENTS

CSAI resides on the SUN 1000 Unix mini-frame computer located at North Pacific Division. To use the system you will need certain hardware and software.

Hardware:

An IBM compatible personal computer with at least the following:

RAM = 1 mb

Hard Disk space = 2.5 mb (VistaCom for Dos)

6.1 mb (VistaCom for Windows)

network card installed or a modem connected to dial up the CEAP network

Communication Software:

VistaCOM Dos version 5.2(34) or Windows version 3.01 (required for windows NT stations)

File Transfer Protocol software (FTP Inc, ON Net 2.1).

Via network: Transport Control Protocol/Internet Protocol (TCP/IP) Kernel; Configuration for network usage includes the network id parameter set to ("cop.usace.army.mil"); Terminal emulation to (CORP220).

VCOM 5.2(34) CSAIS		VistaCOM Communication Program Parameter Selection		12-May-97 8:31:20	
UNIX access					
Connection Parameter			Other Parameters		
Phone Number: Network ID: cop.usace.army.mil User Id: User Password: User Account: Character Set:			Port: COM2 Line Speed: 38000 Emulator: CORP220 Dial Method: NONE Login Method: MANUAL		
OtherParameters					
Driver Options: User Process: Login Option: UserComment: FTP TO CSAIS					
1 SAVE		4 FLDHLP		9 Exit 10 HELP	

Via modem: phone number is a CDCNET local dial up access number for the immediate area. If a local number is not available then a request to use a CDCNET 1-800 can be submitted and the proper userid dial-up access will be provided. Terminal emulation: (CORP220), dial method: (AUTO), Line Speed: (modem dependent), Port: (pc dependent).

VCOM 5.2(34) CSAIS		VistaCOM Communication Program Parameter Selection		12-May-97 8:31:20	
UNIX access					
Connection Parameter			Other Parameters		
Phone Number: 2027615009 Network ID: User Id: User Password: User Account: Character Set:			Port: COM2 Line Speed: 9600 Emulator: CORP220 Dial Method: AUTO Login Method: MANUAL		
OtherParameters					
Driver Options: User Process: Login Option: UserComment: CSAIS DIAL-UP					
1 SAVE		4 FLDHLP		9 Exit 10 HELP	

login:

type in your assigned userid and press <Enter>

Password:

type in your assigned **Password** and press <Enter>

you will then see a series of message, wait for the following system prompt as follows:

wpc21.s0hrzprl%

1.5 GETTING STARTED IN COP

To begin processing in the CSAI: at the percent (%) prompt type “**cop**” and press <Enter> . The “CSAI” access screen will be displayed. The system will automatically default to upper case mode whether caps lock is on or off.

COMMAND OUTPLACEMENT PROGRAM

Enter Access Code:

Enter your Command-Wide Outplacement Program access code

Count: *()
Exit: ALT-F10

(Replace)

All users authorized to enter CSAI will have an access code, which will be your login user id. Enter this CSAI access code in the access code field and press <Enter> (see Appendix A for a list of the function keys associated with the process). This will validate that the user is authorized to use CSAI.

Once Validation of the user is acknowledged the Main Menu will be displayed. The Main menu screen two type of functions, Vacancy Functions and Employee Functions. The user is allowed to select one of these functions. You must press <Enter> after selecting an option from the Main Menu screen to bring up the form(s) for that selection.

COP Main Menu																																		
<table border="1"><thead><tr><th>Vacancy Funtions</th></tr></thead><tbody><tr><td>Enter V acancy Data</td></tr><tr><td>M a tch to Employees</td></tr><tr><td>With Draw Vacancies</td></tr><tr><td>C lear Vacancies</td></tr><tr><td>B asic Maintenance</td></tr><tr><td>Q Uery Vacancies</td></tr><tr><td>Print a Vacanc Y</td></tr></tbody></table>	Vacancy Funtions	Enter V acancy Data	M a tch to Employees	With Draw Vacancies	C lear Vacancies	B asic Maintenance	Q Uery Vacancies	Print a Vacanc Y		<table border="1"><thead><tr><th colspan="3">Employee Functions</th></tr><tbody><tr><td colspan="3">R egister Employees</td></tr><tr><td colspan="3">W ithdraw Employees</td></tr><tr><td colspan="3">Record O ffers</td></tr><tr><td colspan="3">Q uery Employees</td></tr><tr><td colspan="3">Print a n emp L oyee</td></tr><tr><td colspan="3">Maintenance</td></tr><tr><td>Ba S ic</td><td>J obs</td><td>G eo</td></tr></tbody></thead></table>	Employee Functions			R egister Employees			W ithdraw Employees			Record O ffers			Q uery Employees			Print a n emp L oyee			Maintenance			Ba S ic	J obs	G eo
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Print a n emp L oyee																																		
Maintenance																																		
Ba S ic	J obs	G eo																																
E x i t		[Exit]																																
Type a letter.																																		
Count: *0																																		
Exit: ALT-F10 (Replace)																																		

2. VACANCY FUNCTIONS

Vacancy Functions are used to enter/withdraw vacancies to/from the CSAI system, match these vacancies to eligible employees and also allow users to perform basic maintenance as well as query the data base. Each option of this block will be described.

2.1 ENTER VACANCY DATA

The Enter Vacancy Data option retrieves the Enter Vacancies Screen and is used to enter all information about vacant positions. The screen contains two blocks. The first block begins with the vacancy # field and ends with the comments field. The second block contains the option code factors field.

C O P			
Vacancy #	79	Entry Date	02-DEC-96
Enter Vacancies			
Position Title			Clear/Match by 02-DEC-96
Pay Plan	Series	Grade	Duty Station, State
Job Desc #	SF52 #	Division Org Code	District Org Code
Geographic Location Code	City/ State	State Code	
Human Resources POC	Office Symbol		
Office Phone	Fax Phone		
Comments			
Option Codes ==>		In Factor Window, Press: [Accept/Commit] to save entry [Previous Block] to change Title, etc.	
Enter the title of this position .			
Count: *0		(List)(Replace)	
Exit: ALT-F10			

VACANCY # is a 8 digit field. Display only, and always defaults to the next available vacancy number.

POSITION TITLE is a 35 character scrollable field. Enter the position title and press “*Next Field*” . If the position title is unknown press “*List*”, *F4* and select a position title, and then press “*Next Field*” .

CLEAR/MATCH BY is a 9 character field. This field is automatically populated and is Display only. It is the clear/match by date, press “*Next Field*” to go to the Pay Plan field.

Vacancy # 79		C O P		Entry Date 02-DEC-96	
Enter Vacancies					
Position Title				Clear/Match by 02-DEC-96	
Pay Plan	Series	Grade	Duty Station, State		
Job Desc #	SF52 #	Division Org Code		District Org Code	
Geographic Location Code		City/ State		State Code	
Human Resources POC			Office Symbol		
Office Phone		Fax Phone			
Comments					
Option Codes ==>					
In Factor Window, Press: [Accept/Commit] to save entry [Previous Block] to change Title, etc.					
Enter the title of this position .					
Count: *0					
Exit: ALT-F10 (List)(Replace)					

PAY PLAN is a 2 character field. Enter the pay plan and press “*Next Field*” . If the pay plan is invalid a message is displayed and you will not be able to move to the next field until a valid pay plan is entered. If the pay plan is unknown press “*List*”, *F4* and select a pay plan, and press “*Next Field*” .

SERIES is a 2 character field. Enter the series and press “*Next Field*” . If the series is invalid a message is displayed, and you will not be able to move to the next field until a valid series is entered . If the series is unknown press “*List*”, *F4* and select a series, and press “*Next Field*” .

GRADE is a 2 character field. Enter the grade (0-17) with a leading zero for one digit grades, i.e. 07, and press “*Next Field*” .

DUTY STATION, STATE is a 20 character field. Enter the duty station and state and press “*Next Field*” .

JOB DESC # is a 20 character scrollable field. Enter the job description number and press “*Next Field*” .

SF 52 # is a 20 character scrollable field. Enter the SF 52 number and press “*Next Field*” .

DIVISION ORG CODE is a 2 character field. Enter the division organization code and press “*Next Field*” . If the division organization code is invalid a message is displayed and you will not be able to move to the next field until a valid division organization code is entered . If the division organization code is unknown press “*List*”, *F4* and select a division organization code, and press “*Next Field*” .

Vacancy #		79		C O P		Entry Date		02-DEC-96	
Enter Vacancies									
Position Title						Clear/Match by			
						02-DEC-96			
Pay Plan		Series		Grade		Duty Station, State			
Job Desc #		SF52 #		Division Org Code		District Org Code			
Geographic Location Code				City/ State		State Code			
Human Resources POC						Office Symbol			
Office Phone				Fax Phone					
Comments									
Option Codes ==>				In Factor Window, Press: [Accept/Commit] to save entry [Previous Block] to change Title, etc.					
Enter the title of this position .									
Count: *0									
Exit: ALT-F10 (List)(Replace)									

DISTRICT ORG CODE is a 2 character field. Enter the district organization code and press “*Next Field*” . If the district organization code is invalid a message is displayed and you will not be able to move to the next field until a valid district organization code is entered . If the district organization code is unknown press “*List*”, *F4* and select a district organization code, and press “*Next Field*” .

GEOGRAPHIC LOCATION CODE is a 5 character field. Enter the geographic location code and press “*Next Field*” . If the geographic location code is invalid a message is displayed and you will not be able to move to the next field until a valid series is entered . If the geographic organization code is unknown pres “*List*”, *F4* and select a geographic location code.

CITY/STATE is a 20 character field. This field is automatically populated when a geographic location code is selected from the list.

STATE CODE is a 2 character field. This field is automatically populated when a geographic location code is selected from the list.

HUMAN RESOURCES POC is a 30 character field. Enter the human resources point of contact and press “*Next Field*” .

OFFICE SYMBOL is a 15 character field. Enter the office symbol and press “*Next Field*” .

Vacancy # 79		C O P		Entry Date 02-DEC-96	
Enter Vacancies					
Position Title			Clear/Match by 02-DEC-96		
Pay Plan	Series	Grade	Duty Station, State		
Job Desc #	SF52 #	Division Org Code		District Org Code	
Geographic Location Code		City/ State		State Code	
Human Resources POC			Office Symbol		
Office Phone		Fax Phone			
Comments					
Option Codes ==>					
In Factor Window, Press: [Accept/Commit] to save entry [Previous Block] to change Title, etc.					
Enter the title of this position .					
Count: *0					
Exit: ALT-F10 (List)(Replace)					

OFFICE PHONE is a 10 character field. Enter the office phone number including area code with no hyphens and press “*Next Field*” .

FAX PHONE is a 10 character field. Enter the fax phone number including area code with no hyphens and press “*Next Field*” .

COMMENTS is a 100 character scrollable field. Enter any pertinent comments and press “*Next Field*” .

OPTION CODES is a 3 character field. Enter the vacancy selective placement codes. Press “*Next Field*” to move to the next line and enter another selective placement code. Press the “*Up Arrow*”, or “*Down Arrow*” to correct any entries in this block.

NOTES

When all vacancy information has been entered press “*Accept/Commit*”, <End> to save entries. A second page will be displayed on the screen, if matches occur.

This second screen contains a listing of all employees who qualify for the vacancy entered. Listed are the employees social security number, last name, first name and middle initial. Also listed will be the office symbols of the employees.

Registered Employees who are eligible for this position:				
SSN:	Last Name	First Name	MI	Office Symbol

Press [Exit] to return to Menu

FRM-40350: Query caused no records to be retrieved.

Count: *0
Exit: ALT-F10

(Replace)

fig 8

2.2 Match to Employees

The “Match to Employees option retrieves the Vacancy to Employee Match Screen and is used to match all registered employees with vacant positions. This screen contains two blocks. The first block begins with the vacancy number field and ends with the geographic code field. The second block contains information about eligible employees.

COP							
Vacancy to Employee Match						Date 02-DEC-96	
Vacancy Data							
Vacancy #	SF 52 #	Job Desc #	Position Title	Series	Plan	Grade	Geo Code
Eligible Employees							
SSN	Last Name	First Name	MI	Office Symbol			
Press [Next Block] to scroll employee list, [Exit] to close screen							
[List] to select [Next Field] to enter SF52 or Job Desc numbers							
Count: *0						(List)(Replace)	
Exit: ALT-f10							

VACANCY # is a 10 character field. Enter the vacancy number and press “*Next Field*” to query the database for employees who match the selected vacancy. The rest of the fields in this block will be automatically populated with the data associated with this vacancy number. If the vacancy number is unknown press “*List*”, *F4* to display a list in vacancy number order. To select a vacancy number press the down arrow to highlight the vacancy number the user is looking for, and then press “*Next Field*” to return to the Vacancy to Employee Match screen, then press “*Next Field*” query the database for a list of matching eligible employees

SF 52 # is a 20 character scrollable field. Enter the SF 52 number and press “*Next Field*” to query the employee database for employees who match the selected vacancy. If the SF 52 number is unknown press “*List*”, *F4* and select a SF 52 number. The rest of the fields in this block will be automatically populated with the data associated with this vacancy number. Press “*Next Field*” to query the database.

JOB DESC # is a 20 character scrollable field. Enter the job description number and press “*Next Field*” to query the employee database for employees who match the selected vacancy. If the job desc number is unknown press “*List*”, *F4* and select a job desc number. The rest of the fields in this block will be automatically populated with the data associated with this vacancy number. Press “*Next Field*” to query the database.

COP							
Vacancy to Employee Match				Date 02-DEC-96			
Vacancy Data							
Vacancy #	SF 52 #	Job Desc #	Position Title	Series	Plan	Grade	Gep Code
Eligible Employees							
SSN	Last Name	First Name	MI	Office Symbol			
Press [Next Block] to scroll employee list, [Exit] to close screen							
[List] to select [Next Field] to enter SF52 or Job Desc numbers							
Count: *0						(List)(Replace)	
Exit: ALT-f10							

POSITION TITLE is a 35 character scrollable field. Displayed is the position title associated with the query field.

SERIES is a 5 character field. Displayed is the series associated with the query field.

PAY PLAN is a 2 character field. Displayed is the pay plan associated with the query field.

GRADE is a 2 character field. Displayed is the grade (0-17) with a leading zero, i.e. 07, associated with the query field.

GEO CODE is a 5 character field. Displayed is the geographic location code associated with the query field.

SSN is a 9 character field. Listed are employees social security numbers who are eligible for the vacant position.

LAST NAME is a 20 character field. Listed are employees last names who are eligible for the vacant position.

FIRST NAME is a 15 character field. Listed are employees first names who are eligible for the vacant position.

COP							
Vacancy to Employee Match						Date	02-DEC-96
Vacancy Data							
Vacancy #	SF 52 #	Job Desc #	Position Title	Series	Plan	Grade	Geop Code
Eligible Employees							
SSN	Last Name	First Name	MI	Office Symbol			
Press [Next Block] to scroll employee list, [Exit] to close screen							
[List] to select [Next Field] to enter SF52 or Job Desc numbers							
Count:" *0						(List)(Replace)	
Exit: ALT-f10							

MI is a 1 character field. Listed are employees middle initials who are eligible for the vacant position.

OFFICE SYMBOL is a 15 character field. Listed are employees office symbols who are eligible for the vacant position.

2.3 Withdraw Vacancies

The Withdraw Vacancies option retrieves the Vacancy Removal Screen and is used to remove vacant positions from the system after they have been filed or a need no longer exists for the position. The user can press “*Next Field*” to move between the Vacancy #, SF 52 and Job Desc # fields. The “*List*”, *F4* utility is available on each of these fields.

C O P		Date: 02-DEC-96
Vacancy Removal		
Vacancy #	SF52	Job Desc # Entered:
Series	Pay Plan	Grade Title
Duty Site		HR POC
Comments		
Press [Next Block] to enter Comments	Reasons for Withdrawal	
[Accept/commit] to save	1) PPP Placement 2) Position cancelled 3) Other	
[Exit to cancel]		
Count: *0		
Exit: ALT-F10		(List)(Replace)

VACANCY # is a 10 character field. Enter the vacancy number and press “*Next Field*” . The system will automatically populated all the rest of the fields in the block move the cursor to the Reasons for Withdrawal block. If the vacancy number is unknown press “*List*”, *F4* and select a vacancy number, and then press “*Next Field*” to populate the rest of the fields.

SF 52 # is a 20 character scrollable field. Enter the SF 52 number and press “*Next Field*” to retrieve vacancies data. The system will automatically populated all the rest of the fields in the block move the cursor to the Reasons for Withdrawal block. If the SF 52 number is unknown press “*List*”, *F4* and select a SF 52 number, and press “*Next Field*” to query the database.

JOB DESC # is a 20 character scrollable field. Enter the job description number and press “*Next Field*” . The system will automatically populated all the rest of the fields in the block move the cursor to the Reasons for Withdrawal block. If the job desc number is unknown press “*List*”, *F4* and select a job desc number, and press “*Next Field*” to query the database. Press “*Next Field*” to return to the vacancy number field.

ENTERED is a 9 character field. Displayed is the date the vacancy was entered in the CSAI system.

SERIES is a 5 character field. Displayed is the series associated with the query field.

PAY PLAN is a 2 character field. Displayed is the pay plan associated with the query field.

GRADE is a 2 character field. Displayed is the grade (0-17 with a leading zero, i.e. 07, associated with the query field.

C O P		Date: 02-DEC-96
Vacancy Removal		
Vacancy #	SF52	Job Desc #
Series	Pay Plan	Grade
Duty Site		HR POC
Comments		
Press [Next Block] to enter Comments	Reasons for Withdrawal	
[Accept/commit] to save	1) PPP Placement 2) Position cancelled 3) Other	
[Exit to cancel]		
Count: *0		
Exit: ALT-F10 (List)(Replace)		

TITLE is a 35 character scrollable field. Displayed is the position title associated with the query field.

DUTY SITE is a 20 character field. Displayed is the duty station and state associated with the query field.

HR POC is a 30 character field. Displayed is the human resources point of contact associated with the query field.

COMMENTS is a 100 character scrollable field. Displayed are any comments associated with the query field.

REASONS FOR WITHDRAWAL is a 1 digit field. Enter the number associated with the reason to withdraw the queried vacancy and press “*Next Field*” . Enter a “Y” to confirm deletion of the vacancy position and press “*Accept/Commit*”, <End>. Enter an “N” to abort deletion of the position and press “*Enter*”, .

2.4 Clear Vacancies

The Clear Vacancies option retrieves the Vacancy Cleared Screen and is used to clear vacancies from the CSAI system after the suspense period for the position has expired.

NOTES

Upon entry of the Clear Vacancies Screen the cursor will be positioned in the clear field. “Next Field” will advance the user to the next record in the list.

COP																										
Vacancies Cleared							Date 																			
<p>The vacancies listed below for user HRUSER have cleared the COP system because the suspenses period has expired. Enter 'Y' in the Clear column to delete the vacancy from the system; enter 'N' to leave the vacancy in cleared status (it will NOT be a candidate for matching to employees).</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Vacancy</th> <th style="text-align: center;">SF 52 #</th> <th style="text-align: center;">Job Desc #</th> <th style="text-align: center;">Position Title</th> <th style="text-align: center;">Series</th> <th style="text-align: center;">PP</th> <th style="text-align: center;">GR</th> <th style="text-align: center;">Code</th> <th style="text-align: center;">Clear ?</th> </tr> </thead> <tbody> <tr> <td style="background-color: #cccccc; height: 40px;"></td> <td style="background-color: #cccccc; height: 40px;"></td> <td style="background-color: #cccccc; height: 40px;"></td> <td style="background-color: #cccccc; height: 40px;"></td> <td style="background-color: #cccccc; height: 40px;"></td> <td style="background-color: #cccccc; height: 40px;"></td> <td style="background-color: #cccccc; height: 40px;"></td> <td style="background-color: #cccccc; height: 40px;"></td> <td style="background-color: #cccccc; height: 40px;"></td> </tr> </tbody> </table>									Vacancy	SF 52 #	Job Desc #	Position Title	Series	PP	GR	Code	Clear ?									
Vacancy	SF 52 #	Job Desc #	Position Title	Series	PP	GR	Code	Clear ?																		
FRM-40350: Query caused no records to be retrieved.																										
Count: *0 Exit: ALT-F10 (Replace)																										

DATE is a 9 character field. Displayed is the current system date.

The following fields are displayed for each record:

VACANCY # is a 10 character field. Displayed is the vacancy number of the vacancy whose suspense period has expired.

SF 52 # is a 20 character scrollable field. Displays Is the SF 52 number of the vacancy whose suspense period has expired.

JOB DESC # is a 20 character scrollable field. Displayed is the job description number of the vacancy whose suspense period has expired.

POSITION TITLE is a 35 character scrollable field. Displayed is the position title of the vacancy whose suspense period has expired.

SERIES is a 5 character field. Displayed is the series of the vacancy whose suspense period has expired.

PAY PLAN is a 2 character field. Displayed is the pay plan of the vacancy whose suspense period has expired.

GRADE is a 2 character field. Displayed is the grade (0-17) with a leading zero, i.e. 07, of the vacancy whose suspense period has expired.

COP																										
Vacancies Cleared							Date <input type="text"/>																			
<p>The vacancies listed below for user HRUSER have cleared the COP system because the suspenses period has expired. Enter 'Y' in the Clear column to delete the vacancy from the system; enter 'N' to leave the vacancy in cleared status (it will NOT be a candidate for matching to employees).</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Vacancy</th> <th style="text-align: center;">SF 52 #</th> <th style="text-align: center;">Job Desc #</th> <th style="text-align: center;">Position Title</th> <th style="text-align: center;">Series</th> <th style="text-align: center;">PP</th> <th style="text-align: center;">GR</th> <th style="text-align: center;">Code</th> <th style="text-align: center;">Clear ?</th> </tr> </thead> <tbody> <tr> <td style="height: 50px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>									Vacancy	SF 52 #	Job Desc #	Position Title	Series	PP	GR	Code	Clear ?									
Vacancy	SF 52 #	Job Desc #	Position Title	Series	PP	GR	Code	Clear ?																		
FRM-40350: Query caused no records to be retrieved.																										
Count: *0 Exit: ALT-F10 (Replace)																										

GEO CODE is a 5 character field. Displayed is the geographic location code of the vacancy whose suspense period has expired.

CLEAR ? Is a 1 character field. Enter "Y" to delete the vacancy from the system; enter a "N" to leave the vacancy in the cleared status. Press "*Next Field*" to advance to the next record in the list. Press "*Accept/Commit*", <End> to save your entries to the CLEAR field. Press "*Exit*", F10 to leave the clear vacancies screen.

2.5 Basic Maintenance

The Basic Maintenance option retrieves the Vacancy Maintenance Screen and is used to change/update vacancy information. This screen contains two blocks. The first block begins with the vacancy number field and ends with the comments field. The second block contains the selective placement factors field.

Vacancy #		Vacancy Maintenance	Entry Date	02-DEC-96
Position Title				Clear/Match by
Pay Plan	Series	Grade	Duty Station, State	
Job Desc #	SF52 #	Division EROC	District EROC	
Geographic Location Code				
Human Resources POC				Office Symbol
Office Phone			Fax Phone	
Comments				
Option Codes		Press [Next Block] to change windows, [Accept/Commit] to save, [Exit] to cancel.		
Count: *0 Exit: ALT-F10				
(List)(Replace)				

VACANCY # is a 8 digit field. Enter a vacancy number and press “*Next Field*” to query the vacancy database for the information associated with that vacancy number. If the vacancy number entered is invalid a message is displayed. You will not be allowed to move to the next field until a valid entry is made. If the vacancy number is unknown press “List”, F4 and select a vacancy number, and press “Next Field” .

POSITION TITLE is a 35 character scrollable field. Displayed is the position title associated with the vacancy number press “*Next Field*” to accept this information, if no corrections are necessary. Press “*Clear Field*”, F6, and then enter the corrected position title and press “*Next Field*” to change this information.

CLEAR/MATCH BY is a 9 character field. Displayed is the clear/match by date, press “*Next Field*” . This field may not be altered.

PAY PLAN is a 2 character field. Displayed is the pay plan associated with the vacancy number press “*Next Field*” to accept this information, if no corrections are necessary. Press “*Clear Field*”, F6, enter the corrected pay plan and press “*Next Field*” to change this information.

SERIES is a 5 character field. Displayed is the series associated with the vacancy number, press “*Next Field*” to accept this information, if no corrections are necessary. Press “*Clear Field*”, F6, enter the corrected series and press “*Next Field*” to change this information.

GRADE is a 2 character field. Displayed is the grade (0-17) with a leading zero, i.e. 07, associated with the vacancy number press “*Next Field*” to accept this information, if no corrections are necessary. Press “*Clear Field*”, F6, enter the corrected grade and press “*Next Field*” to change this information.

Vacancy #		Vacancy Maintenance	Entry Date	02-DEC-96
Position Title				Clear/Match by
Pay Plan	Series	Grade	Duty Station, State	
Job Desc #	SF52 #	Division EROC	District EROC	
Geographic Location Code				
Human Resources POC				Office Symbol
Office Phone			Fax Phone	
Comments				
Option Codes		Press [Next Block] to change windows, [Accept/Commit] to save, [Exit] to cancel.		
Count: *0 Exit: ALT-F10				
(List)(Replace)				

DUTY STATION, STATE is a 20 character field. Displayed is the duty station and state associated with the vacancy number press “*Next Field*” to accept this information, if no corrections are necessary. Press “*Clear Field*”, F6, enter the corrected duty station or state and press “*Next Field*” to change this information.

JOB DESC # is a 20 character scrollable field. Displayed is the job description number associated with the vacancy number press “*Next Field*” to accept this information, if no corrections are necessary. Press “*Clear Field*”, F6, enter the corrected grade and press “*Next Field*” to change this information.

SF 52 # is a 20 character scrollable field. Displayed is the SF 52 number associated with the vacancy number press “*Next Field*” to accept this information, if no corrections are necessary. Press “*Clear Field*”, F6, enter the corrected SF 52 number and press “*Next Field*” to change this information.

DIVISION EROC is a 2 character field. Displayed is the division organization (EROC) code associated with the vacancy number press “*Next Field*” to accept this information, if no corrections are necessary. Press “*Clear Field*”, F6, enter the corrected division organization (EROC) number and press “*Next Field*” to change this information. If the division organization (EROC) code is invalid a message is displayed. If the division organization code is unknown press “*List*”, F4 and select a division organization (EROC) code, and press “*Next Field*” .

Vacancy #		Vacancy Maintenance	Entry Date	02-DEC-96
Position Title				Clear/Match by
Pay Plan	Series	Grade	Duty Station, State	
Job Desc #	SF52 #	Division EROC	District EROC	
Geographic Location Code				
Human Resources POC				Office Symbol
Office Phone			Fax Phone	
Comments				
Option Codes		Press [Next Block] to change windows, [Accept/Commit] to save, [Exit] to cancel.		
Count: *0 Exit: ALT-F10				
(List)(Replace)				

DISTRICT EROC is a 2 character field. Displayed is the district organization (EROC) code associated with the vacancy number press “*Next Field*” to accept this information, if no corrections are necessary. Press “*Clear Field*”, F6, enter the corrected district organization (EROC) and press “*Next Field*” to change this information. If the district organization (EROC) code is invalid a message is displayed. If the district organization code is unknown press “*List*”, F4 and select a district organization (EROC) code, and press “*Next Field*” .

GEOGRAPHIC LOCATION CODE is a 5 character field. Displayed is the geographic location code associated with the vacancy number press “*Next Field*” to accept this information, if no corrections are necessary. Press “*Clear Field*”, F6, enter the corrected geographic location code and press “*Next Field*” to change this information.

HUMAN RESOURCES POC is a 30 character field. Displayed is the human resources point of contact associated with the vacancy number press “*Next Field*” to accept this information, if no corrections are necessary. Press “*Clear Field*”, F6, enter the corrected human resources point of contact and press “*Next Field*” to change this information.

OFFICE SYMBOL is a 15 character field. Displayed is the office symbol of the point of contact associated with the vacancy number press “*Next Field*” to accept this information, if no corrections are necessary. Press “*Clear Field*”, F6, enter the corrected point of contact office symbol and press “*Next Field*” to change this information.

OFFICE PHONE is a 10 character field. Displayed is the office phone number of the point of contact associated with the vacancy number press “*Next Field*” to accept this information, if no corrections are necessary. Press “*Clear Field*”, F6, enter the corrected phone number and press “*Next Field*” to change this information.

Vacancy #		Vacancy Maintenance	Entry Date	02-DEC-96
Position Title				Clear/Match by
Pay Plan	Series	Grade	Duty Station, State	
Job Desc #	SF52 #	Division EROC	District EROC	
Geographic Location Code				
Human Resources POC				Office Symbol
Office Phone			Fax Phone	
Comments				
Option Codes		Press [Next Block] to change windows, [Accept/Commit] to save, [Exit] to cancel.		
Count: *0 Exit: ALT-F10				
(List)(Replace)				

fig 20

FAX PHONE is a 10 character field. Displayed is the fax phone number of the point of contact associated with the vacancy number press “*Next Field*” to change this information, if no corrections are necessary. Press “*Clear Field*”, F6, enter the corrected phone number and press “*Next Field*” to change this information.

COMMENTS is a 100 character scrollable field. Displayed are any comments associated with the vacancy number press “*Next Field*” to accept this information, if no corrections are necessary. Press “*Clear Field*”, F6, enter and correct comments, press “*Next Field*” to change this information.

APPRAISAL FACTORS is a 25 character field. Displayed are the selective placement factors associated with the vacancy number press “*Next Field*” to accept this information, if no corrections are necessary. Press “*Clear Field*”, F6, enter and correct selective placement factors and press “*Next Field*” to change this information.

NOTES

When all vacancy information has been changed/updated press “*Accept/Commit*”, <End> to save these changes. A second page containing a listing of employees who qualify for the vacancy will be displayed, if applicable.

C O P					
Vacancy #		Vacancy	Query	Screen	Date: 26-DEC-96
SF 52 #		Job Desc #		Entered on	by
Position Title					
Series		Pay Plan		Grade	
Duty Station					
Division Org		District Org		Geo Location	
Human Resources POC				Office Symb	
Office Phone		Fax Phone		Clear by date	
Comments					
Last changed on		by		Change Action	
Option Codes		Last Chg		Made by	
					[Next Block] to Change windows
Enter the position's SF 52 Number.					
Count: *0					
Exit: ALT-F10					(Replace)

VACANCY # is a 10 character field. Displayed is the vacancy number associated with the query field.

SF 52 # is a 20 character scrollable field. Enter the SF 52 number and press “*Next Field*” to populate the rest of the data fields for that vacancy. If the SF 52 number is unknown press “*List*”, *F4* and select a SF 52 number, and then press “*Next Field*” to query the database. If the user is to review a multiple number of vacancy numbers that begin with the same data, press “*Enter Query*”, enter the part of the SF 52 number, or the part of the Job Desc # followed by a % symbol then press “*Execute Query*”, *F2* the system will retrieve all vacancies that match the query.

JOB DESC # is a 20 character scrollable field. Enter the job description number and press “*Next Field*” , to retrieve all data pertaining to the Job Description. If the job desc number is unknown press “*List*”, *F4* and select a job desc number, and press “*Next Field*” to query the database. If the user knows part of the job desc or is to review a multiple number of vacancy numbers that begin with the same data, press “*Enter Query*”, enter the part of the SF 52 number, or the part of the Job Desc # followed by a % symbol then press “*Execute Query*”, *F2* the system will retrieve all vacancies that match the query.

C O P					
Vacancy #		Vacancy	Query	Screen	Date: 26-DEC-96
SF 52 #		Job Desc #		Entered on	by
Position Title					
Series		Pay Plan		Grade	
Duty Station					
Division Org		District Org		Geo Location	
Human Resources POC				Office Symb	
Office Phone		Fax Phone		Clear by date	
Comments					
Last changed on		by		Change Action	
Option Codes		Last Chg		Made by	
				Change Action	
					[Next Block] to Change windows
Enter the position's SF 52 Number.					
Count: *0					
Exit: ALT-F10					(Replace)

Fig 22

ENTERED ON is a 9 character field. Displayed is the date the vacancy entered the CSAI system.

BY is a 12 character field. Displayed is the userid of the user who entered the vacancy into the CASI system.

POSITION TITLE is a 35 character scrollable field. Displayed is the position title associated with the query field.

SERIES is a 5 character field. Displayed is the series associated with the query field.

PAY PLAN is a 2 character field. Displayed is the pay plan associated with the query field.

GRADE is a 2 character field. Displayed is the grade (0-17) with a leading zero, i.e. 07, associated with the query field.

DUTY STATION is a 20 character field. Displayed is the duty station and state associated with the query field.

DIVISION ORG is a 2 character field. Displayed is the division organization code associated with the query field.

C O P				
Vacancy #		Vacancy Query Screen	Date:	26-DEC-96
SF 52 #		Job Desc #	Entered on	by
Position Title				
Series		Pay Plan	Grade	Duty Station
Division Org		District Org		Geo Location
Human Resources POC			Office Symb	
Office Phone		Fax Phone		Clear by date
Comments				
Last changed on		by		Change Action
Option Codes	Last Chg	Made by	Change Action	[Next Block] to Change windows
Enter the position's SF 52 Number.				
Count: *0				
Exit: ALT-F10 (Replace)				

Fig 21

DISTRICT ORG is a 2 character field. Displayed is the district organization code associated with the query field.

GEO LOCATION is a 5 character field. Displayed is the geographic location code associated with the query field.

HUMAN RESOURCES POC is a 30 character field. Displayed is the human resources point of contact associated with the query field.

OFFICE PHONE is a 10 character field. Displayed is the office phone number of the employee associated with the query field.

FAX PHONE is a 10 character field. Displayed is the fax phone number of the employee associated with the query field.

CLEAR BY DATE is a 9 character field. Displayed is the clear/match by date associated with the query field.

COMMENTS is a 100 character scrollable field. Displayed are any comments associated with the query field.

C O P					
Vacancy #		Vacancy	Query	Screen	Date: 26-DEC-96
SF 52 #		Job Desc #		Entered on	by
Position Title					
Series		Pay Plan		Grade	Duty Station
Division Org		District Org		Geo Location	
Human Resources POC				Office Symb	
Office Phone		Fax Phone		Clear by date	
Comments					
Last changed on		by		Change Action	
Option Codes		Last Chg		Made by	Change Action
[Next Block] to					Change windows
Enter the position's SF 52 Number.					
Count: *0					
Exit: ALT-F10					(Replace)

fig 24

LAST CHANGED ON is a 9 character field. Displayed is the date that the last changes were made to the vacancy record.

BY is a 12 character field. Displayed is the userid of the user who made the last changes to the vacancy record.

CHANGE ACTION is a 12 character field. Displayed is the action taken the last time changes were made to the vacancy record.

OPTION CODES is a 2 character field. Displayed are the selective placement factors associated with the vacancy record.

LAST CHG is a 9 character field. Displayed is the date that the last changes were made to the selective placement factors.

MADE BY is a 12 character field. Displayed is the userid of the user who made the last changes to the selective placement factors.

CHANGE ACTION is a 12 character field. Displayed is the action taken the last time changes were made to the selective placement factors.

3. EMPLOYEE FUNCTIONS

Employee Functions are used to enter/withdraw employees to/from the CSAI system. They are also used to record an employees acceptance or refusal of a position and query the Employee database.

3.1 Register Employees

The Register Employees option retrieves the Employee Register Screen. It is used to enroll eligible employees into the CSAI system enabling them to be matched to vacancies. This screen contains four blocks displayed on two different screen pages. The first block begins with the date field and ends with the human resources representative phone number field. The second block begins with the geographic location code field and ends with the state code field. On page two, the third block begins with the date field and ends with the grade field. The fourth block contains the option codes field.

C O P			
Employee:		Employee Register	Entry Date: 26-DEC-96
Last Name:		First Name	MI SSN
Office Symbol		Series	Position Title
Pay Plan		Grade	Phone Numbers: Work Home
Date Available		Will take lower grade?	
Division Org Code		District Org Code	Basis for Eligibility: Specific RIF General RIF
HR Rep: Last Name		First Name	Phone
Geographic Location Preferences:	Code	Geographic Area/State	Code
In Geo Location Window: [Previous Record]: change prior code [Previous Block]:Back up to Employee window [Next Block]:when done			
Enter employee's last name. Press [Next Field] when done.			
Count: *0		(Replace)	
Exit: ALT-F10			

fig 25

LAST NAME is a required 20 character field. Enter the last name of the employee to enroll in the CSAI system and press “*Next Field*” .

FIRST NAME is a required 15 character field. Enter the first name of the employee to enroll in the CSAI system and press “*Next Field*” .

C O P				
Employee:		Employee Register		Entry Date: 26-DEC-96
Last Name:		First Name	MI	SSN
Office Symbol		Series		Position Title
Pay Plan		Grade		Phone Numbers: Work Home
Date Available		Will take lower grade?		
Division Org Code		District Org Code		Basis for Eligibility: Specific RIF General RIF
HR Rep: Last Name		First Name		Phone
Geographic Location Preferences:	Code	Geographic Area/State	Code	In Geo Location Window: [Previous Record]: change prior code [Previous Block]:Back up to Employee window [Next Block]:when done
Enter employee's last name. Press [Next Field] when done.				
Count: *0				(Replace)
Exit: ALT-F10				

fig 26

MI is a required 1 character field. Enter the middle initial of the employee to enroll in the CSAI system and press “*Next Field*” .

SSN is a required 9 character field. Enter the social security number (without hyphens) of the employee to enroll in the CSAI system and press “*Next Field*” .

OFFICE SYMBOL is a required 15 character field. Enter the office symbol of the employee to enroll in the CSAI system and press “*Next Field*” .

SERIES is a required 5 character field. Enter the current series of the employee to enroll in the CSAI system and press “*Next Field*” . If the series entered is invalid a message is displayed and you will not be able to move to the next field until a valid entry is made. If the series is unknown press “*List*”, *F4* and select a series, and press “*Next Field*” . This field is automatically populated if a “*List*”, *F4* selection is made in the position title field.

POSITION TITLE is a required 35 character scrollable field. Enter the current position title of the employee to enroll in the CSAI system and press “*Next Field*” . If the position title entered is invalid a message is displayed and you will not be able to move to the next field until a valid entry is made. If the position title is unknown press “*List*”, *F4* and select a position title, and press “*Next Field*” . This field will be automatically be populated if a “*List*”, *F4* selection is made in the series field.

C O P				
Employee:		Employee Register		Entry Date: 26-DEC-96
Last Name:		First Name	MI	SSN
Office Symbol		Series		Position Title
Pay Plan		Grade		Phone Numbers: Work Home
Date Available		Will take lower grade?		
Division Org Code		District Org Code		Basis for Eligibility: Specific RIF General RIF
HR Rep: Last Name		First Name		Phone
Geographic Location Preferences:	Code	Geographic Area/State	Code	In Geo Location Window: [Previous Record]: change prior code [Previous Block]:Back up to Employee window [Next Block]:when done
Enter employee's last name. Press [Next Field] when done.				
Count: *0				(Replace)
Exit: ALT-F10				

fig 27

PAY PLAN is a required 2 character field. Enter the pay plan of the employee to enroll in the CSAI system and press “*Next Field*” . If the pay plan entered is invalid a message is displayed and you will not be able to move to the next field until a valid entry is made. If the pay plan is unknown press “*List*”, *F4* and select a pay plan, and press “*Next Field*” .

GRADE is a required 2 character field. Enter the grade (0-17) of the employee to enroll in the CSAI system and press “*Next Field*” .

PHONE NUMBERS:

WORK is a 10 character field. Enter the work phone number of the employee to enroll in the CSAI system and press “*Next Field*” .

HOME is a 10 character field. Enter the home phone number of the employee to enroll in the CSAI system and press “*Next Field*” .

DATE AVAILABLE is a 9 character field. Enter the date the employee will be available to begin filling an available vacancy and press “*Next Field*” .

WILL TAKE LOWER GRADE is a required 1 character field. Enter a “Y” in this field if the employee will take a lower grade position and press “*Next Field*” . Enter a “N” in this field if the employee will not take a lower grade position and press “*Next Field*” .

C O P					
Employee:		Employee Register		Entry Date: 26-DEC-96	
Last Name:		First Name		MI	SSN
Office Symbol	Series	Position Title			
Pay Plan	Grade	Phone Numbers: Work		Home	
Date Available		Will take lower grade?			
Division Org Code	District Org Code	Basis for Eligibility: Specific RIF General RIF			
HR Rep: Last Name		First Name		Phone	
Geographic Location Preferences:	Code	Geographic Area/State	Code	In Geo Location Window: [Previous Record]: change prior code [Previous Block]:Back up to Employee window [Next Block]:when done	
Enter employee's last name. Press [Next Field] when done.					
Count: *0				(Replace)	
Exit: ALT-F10					

fig 28

DIVISION ORG is a required 2 character field. Enter the division organization code and press “*Next Field*” . If the division organization code is invalid a message is displayed and you will not be able to move to the next field until a valid division organization code is entered . If the division organization code is unknown press “*List*”, *F4* and select a division organization code, and press “*Next Field*” .

DISTRICT ORG CODE is a required 2 character field. Enter the district organization code and press “*Next Field*” . If the district organization code is invalid a message is displayed and you will not be able to move to the next field until a valid district organization code is entered . If the district organization code is unknown press “*List*”, *F4* and select a district organization code, and press “*Next Field*” .

BASIS FOR ELIGIBILITY: enter an “X” in one but not both of the following two fields.

SPECIFIC RIF is a 1 character field. Enter an “X” in this field only if the eligibility of the employee for the outplacement program is due to a specific reduction in force and press “*Next Field*” .

GENERAL RIF is a 1 character field. Enter an “X” in this field only if the eligibility of the employee for the outplacement program is due to a general reduction in force and press “*Next Field*” .

HUMAN RESOURCES REP:

LAST NAME is a 20 character field. Enter the last name of the human resources representative of the employee and press “*Next Field*” .

FIRST NAME is a 15 character field. Enter the first name of the human resources representative of the employee and press “*Next Field*” .

PHONE is a 10 character field. Enter the phone number of the human resources representative and press “*Next Field*” .

C O P					
Employee:		Employee Register		Entry Date: 26-DEC-96	
Last Name:		First Name		MI	SSN
Office Symbol	Series	Position Title			
Pay Plan	Grade	Phone Numbers: Work		Home	
Date Available		Will take lower grade?			
Division Org Code	District Org Code	Basis for Eligibility:		Specific RIF General RIF	
HR Rep: Last Name		First Name		Phone	
Geographic Location Preferences:	Code	Geographic Area/State	Code	In Geo Location Window: [Previous Record]: change prior code [Previous Block]:Back up to Employee window [Next Block]:when done	
Enter employee's last name. Press [Next Field] when done.					
Count: *0				(Replace)	
Exit: ALT-F10					

fig 29

GEOGRAPHIC LOCATION PREFERENCES:

CODE is a required 5 character field. Enter the geographic location code and press “*Next Field*”, . If the geographic location code entered is invalid a message is displayed. If the geographic organization code is unknown press “*List*”, *F4* and select a geographic location code and press “*Next Field*” .

GEOGRAPHIC/STATE is a 20 character field. This field is automatically populated when a geographic location code is selected from the list utility.

STATE CODE is a 2 character field. This field is automatically populated when a geographic location code is selected from the list. After all geographic location codes have been entered press “*Next Block*”, *<PgDn>* to display the second screen.

COP	
Employee Register - Page 2	Date 01 -DEC-92
SSN: 444-44-4444 SERIES: POSITION TITLE: PAY PLAN: GRADE: Press: [Previous Block] to go to first screen :	Option Codes for ==> this position After all codes for a job have been entered, press [Next Block] or [Previous Block] to go to Jobs window. Press: [Accept/Commit] to save all entered data and go to Menu [Exit] to cancel and quit
Enter four digits: include leading zeros if needed. Press [List] to select.	
Count: *0	(List) (Replace)
Exit: ALT-F10	

fig 30

SSN is a 9 character field. Displayed is the social security number of the employee that was entered on the previous page.

SERIES is a required 5 character field. Enter the series of job the employee is interested in and press “Next Field” . If the series entered is invalid a message is displayed. If the series is unknown press “List”, F4 and select a series, and then press “Next Field” .

POSITION TITLE is a 35 character field. This field will be automatically be populated if a “List”, F4 selection is made in the series field.

PAY PLAN is a 2 character field. Enter the pay plan of the job the employee is interested in and press “Next Field” . If the pay plan entered is invalid a message is displayed. If the pay plan is unknown press “List”, F4 and select a pay plan, and press “Next Field” .

GRADE is a 2 character field. Enter the grade (0-17) of the job the employee is interested in and press “Next Field” .

OPTION CODES is a 3 character field. Enter the option codes for this position and press “Next Field” . If the option code is invalid a message is displayed. If the option code entered is unknown press “List”, F4 and select an option code, and press “Next Field” . After all option codes have been entered press “Accept/Commit”, <End> to save all information entered. Press the “Down Arrow” to enter another job series the employee is interested in.

COP	
Employee Register - Page 2	Date 01 -DEC-92
SSN: 444-44-4444 SERIES: POSITION TITLE: PAY PLAN: GRADE: Press: [Previous Block] to go to first screen :	Option Codes for ==> this position After all codes for a job have been entered, press [Next Block] or [Previous Block] to go to Jobs window. Press: [Accept/Commit] to save all entered data and go to Menu [Exit] to cancel and quit
Enter four digits: include leading zeros if needed. Press [List] to select.	
Count: *0	(List) (Replace)
Exit: ALT-F10	

fig 31

NOTES:

Press “Clear Form” to erase all fields or “Exit”, *F10* to leave the Register Employees Screen. Press “Accept/Commit”, <End> to save all entered data.

When “Accept/Commit”, <End> is pressed a printout of the data entered will be generated the user must choose to print the data locally or send the information to the CEAP printer. Make your selection by entering a 1 or 2 when the following two lines are displayed and press “Enter”, .

“Enter 1 to print. to your local printer
Enter 2 to print to CEAP printer”

A message informing that the report is printing will be displayed. Press “Enter”, to return to the Register Employees Screen.

3.2 Witdraw Employees

The Withdraw Employees option will retrieve the Employee Removal Screen. It is used to remove an employee from the CSAI system due to placement in a vacant position or a request from the employee.

COP						
Employee Removal				Date 23-NOV-92		
SSN	Last Name	First Name	MI	Current	Position	Title
Reasons for Withdrawal 1 > PPP Placement 2 > Employee Request <div style="border: 1px solid black; width: 30px; height: 30px; margin: 10px auto;"></div> Enter number from above						
Enter SSN. Press [List] to select.						
Count: *0 Exit: ALT-F10				(List) (Replace)		

fig 32

SSN is a required 9 character field. Enter the social security number of the employee to remove from the CSAI system and press “*Next Field*” . If the social security number entered is invalid a message is displayed. If the social security number is unknown press “*List*”, *F4*, select a social security number, and press “*Next Field*” . The system will automatically populate the rest of the fields with the associated data and move the the Reasons for Withdrawal field.

LAST NAME is a 20 character field. Displayed is the last name of the employee associated with the social security number to be removed from the command outplacement system.

FIRST NAME is a 15 character field. Displayed is the first name of the employee associated with the social security number to be removed from the command outplacement system.

MI is a 1 character field. Displayed is the middle initial of the employee associated with the social security number to be removed from the command outplacement system.

CURRENT POSITION TITLE is a 35 character scrollable field. Displayed is the position title of the employee to remove from the command outplacement system.

REASONS FOR WITHDRAWAL is a 1 character field. Enter the number of reason the employee is being removed from the CSAI system and press “*Next Field*” . The system will respond with a confirmation screen. Enter a “Y” to continue and press “*Enter*”, to delete the employee information. If it not the correct data to be deleted enter a “N” and press “*Next Field*” and then “*Exit*”, *F10* to leave the employee information in the database.

3.3 Record Offers

The Record Offers option retrieves the Employee's Acceptance or Refusal of an Offered Position Screen. It is used to record an employee acceptance/refusal of a vacant position. This screen contains three blocks. The first block begins with the date field and ends with the vacancy grade field. The second block begins with the social security number field and ends with the employee's grade field. The third block begins with the offer date and ends with the Y/N flag.

COP						
Employee's Acceptance or Refusal of an Offered Position						Date
02-DEC-97						
Vacancy Data						
Vacancy #	SF52 #	Job Desc #	Position Title	Series	PP	GR
Employee Data						
SSN	Last Name	First Name	MI			
Current Position Title	Series	PP	GR			
Offer Results						
SF 171?	2302?	Offer Date	Did the employee accept the position?			
Enter COP Vacancy number. Press [List] to select.						
Count: *0				(List) (Replace)		
Exit: ALT-F10						

fig 33

VACANCY # is a 10 character field. Enter the vacancy number and press “*Next Field*” to retrieve the vacancies data for the record that matches the vacancy number entered. If the vacancy number is unknown press “*List*”, *F4* and select a vacancy number, and press “*Next Field*” to query the database. The rest of the fields in this block will automatically be populated when data is retrieved from the list utility. The cursor then move to the next block

SF 52 # is a 20 character scrollable field. Enter the SF 52 number and press “*Next Field*” to retrieve the employees who match the selected vacancy. If the SF 52 number is unknown press “*List*”, *F4* and select a SF 52 number, and press “*Next Field*” to query the database. The rest of the fields in this block will automatically be populated when data is retrieved from the list utility. The cursor then move to the next block

JOB DESC # is a 20 character scrollable field. Enter the job description number and press “*Next Field*” to retrieve the data for employees who match the selected vacancy. If the job desc number is unknown press “*List*”, *F4* and select a job desc number, and press “*Next Field*” . Press “*Previous Field*” to return to the SF 52 number field. The rest of the fields in this block will automatically be populated when data is retrieved from the list utility. The cursor then move to the next block

COP																							
Employee's Acceptance or Refusal of an Offered Position						Date 02-DEC-97																	
<div style="border: 1px solid black; text-align: center; margin-bottom: 5px;">Vacancy Data</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 2px;">Vacancy #</td> <td style="width: 15%; padding: 2px;">SF52 #</td> <td style="width: 15%; padding: 2px;">Job Desc #</td> <td style="width: 30%; padding: 2px;">Position Title</td> <td style="width: 10%; padding: 2px;">Series</td> <td style="width: 10%; padding: 2px;">PP</td> <td style="width: 10%; padding: 2px;">GR</td> </tr> <tr> <td style="border: 1px solid black; height: 1.2em;"></td> <td style="border: 1px solid black; height: 1.2em;"></td> <td style="border: 1px solid black; height: 1.2em;"></td> <td style="border: 1px solid black; height: 1.2em;"></td> <td style="border: 1px solid black; height: 1.2em;"></td> <td style="border: 1px solid black; height: 1.2em;"></td> <td style="border: 1px solid black; height: 1.2em;"></td> </tr> </table>								Vacancy #	SF52 #	Job Desc #	Position Title	Series	PP	GR									
Vacancy #	SF52 #	Job Desc #	Position Title	Series	PP	GR																	
<div style="border: 1px solid black; text-align: center; margin-bottom: 5px;">Employee Data</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 2px;">SSN</td> <td style="width: 25%; padding: 2px;">Last Name</td> <td style="width: 25%; padding: 2px;">First Name</td> <td style="width: 10%; padding: 2px;">MI</td> <td style="width: 15%; padding: 2px;">Current Position Title</td> <td style="width: 10%; padding: 2px;">Series</td> <td style="width: 10%; padding: 2px;">PP</td> <td style="width: 10%; padding: 2px;">GR</td> </tr> <tr> <td style="border: 1px solid black; height: 1.2em;"></td> <td style="border: 1px solid black; height: 1.2em;"></td> <td style="border: 1px solid black; height: 1.2em;"></td> <td style="border: 1px solid black; height: 1.2em;"></td> <td style="border: 1px solid black; height: 1.2em;"></td> <td style="border: 1px solid black; height: 1.2em;"></td> <td style="border: 1px solid black; height: 1.2em;"></td> <td style="border: 1px solid black; height: 1.2em;"></td> </tr> </table>								SSN	Last Name	First Name	MI	Current Position Title	Series	PP	GR								
SSN	Last Name	First Name	MI	Current Position Title	Series	PP	GR																
<div style="border: 1px solid black; text-align: center; margin-bottom: 5px;">Offer Results</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 2px;">SF 171? </td> <td style="width: 30%; padding: 2px;">2302? </td> <td style="width: 40%; padding: 2px;">Offer Date </td> </tr> <tr> <td colspan="3" style="padding: 2px;">Did the employee accept the position? </td> </tr> </table>								SF 171? 	2302? 	Offer Date 	Did the employee accept the position? 												
SF 171? 	2302? 	Offer Date 																					
Did the employee accept the position? 																							
Enter COP Vacancy number. Press [List] to select.																							
<div style="display: flex; justify-content: space-between;"> Count: *0 (List) (Replace) </div>																							
Exit: ALT-F10																							

fig 34

POSITION TITLE is a 35 character scrollable field. Displayed is the position title associated with the query field.

SERIES is a 5 character field. Displayed is the series associated with the query field.

PAY PLAN is a 2 character field. Displayed is the pay plan associated with the query field.

GRADE is a 2 character field. Displayed is the grade (o-17) associated with the query field.

SSN is a 9 character field. Enter the social security number of the employee the vacant position is being offered to and press “*Next Field*” . If the social security number entered is invalid a message is displayed. If the social security number is unknown press “*List*”, *F4*, select a social security number, and press “*Next Field*” .

LAST NAME is a 20 character field. Displayed is the last name of the employee associated with the social security number who is being offered the vacant position.

FIRST NAME is a 15 character field. Displayed is the first name of the employee associated with the social security number who is being offered the vacant position.

MI is a 1 character field. Displayed is the middle initial of the employee associated with the social security number who is being offered the vacant position.

CURRENT POSITION TITLE is a 35 character scrollable field. Displayed is the current position title of the employee associated with the social security number who is being offered the vacant position.

COP																							
Employee's Acceptance or Refusal of an Offered Position						Date 02-DEC-97																	
<div style="border: 1px solid black; text-align: center; margin-bottom: 5px;">Vacancy Data</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Vacancy #</td> <td style="width: 15%;">SF52 #</td> <td style="width: 15%;">Job Desc #</td> <td style="width: 30%;">Position Title</td> <td style="width: 10%;">Series</td> <td style="width: 5%;">PP</td> <td style="width: 5%;">GR</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>								Vacancy #	SF52 #	Job Desc #	Position Title	Series	PP	GR									
Vacancy #	SF52 #	Job Desc #	Position Title	Series	PP	GR																	
																							
<div style="border: 1px solid black; text-align: center; margin-bottom: 5px;">Employee Data</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">SSN</td> <td style="width: 20%;">Last Name</td> <td style="width: 20%;">First Name</td> <td style="width: 5%;">MI</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">Current Position Title</td> <td>Series</td> <td>PP GR</td> </tr> <tr> <td colspan="2"></td> <td></td> <td> </td> </tr> </table>								SSN	Last Name	First Name	MI					Current Position Title		Series	PP GR				
SSN	Last Name	First Name	MI																				
																							
Current Position Title		Series	PP GR																				
			 																				
<div style="border: 1px solid black; text-align: center; margin-bottom: 5px;">Offer Results</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">SF 171? </td> <td style="width: 20%;">2302? </td> <td style="width: 60%;"></td> </tr> <tr> <td colspan="2">Offer Date </td> <td>Did the employee accept the position? </td> </tr> </table>								SF 171? 	2302? 		Offer Date 		Did the employee accept the position? 										
SF 171? 	2302? 																						
Offer Date 		Did the employee accept the position? 																					
Enter COP Vacancy number. Press [List] to select.																							
Count: *0				(List) (Replace)																			
Exit: ALT-F10																							

fig 34

SERIES is a 5 character field. Displayed is the series of the employee associated with the social security number who is being offered the vacant position.

PAY PLAN is a 2 character field. Displayed is the pay plan of the employee associated with the social security number who is being offered the vacant position.

GRADE is a 2 character field. Displayed is the grade of the employee associated with the social security number who is being offered the vacant position.

SF 171? Is a 1 character field. Enter a “Y” if form 171 has been filled out by the employee and press “*Next Field*” . Enter a “N” if form 171 has not been filled out by the employee and press “*Next Field*” .

2302? is a 1 character field. Enter a “Y” if form 2302 has been filled out by the employee and press “*Next Field*” . Enter a “N” if form 2302 has not been filled out by the employee and press “*Next Field*” .

OFFER DATE is a 9 character field. Press “*Next Field*” to accept the default date. If the date displayed is incorrect, enter a new date and press “*Next Field*” .

DID THE EMPLOYEE ACCEPT THE POSITION - “Y/N” is a 1 character field. Enter a “Y” if the employee accepted the position offered. Enter a “N” if the employee did not accept the position offered. Press “*Accept/Commit*”, <End> to enter the offer information in the database.

3.4. Query Employees

The Query Employees option retrieved the Employee Details screen and is used to query the Employee database based on the Employee Social Security Number. This screen contains two blocks. The first block begins with the date field and ends with the change field. The second block contains the geographic codes field. It will display all data entered for that employee registered in the system.

		COP		Date 01-dec-96	
		Employee Details			
SSN		Last Name		First Name	MI
Office Symbol		Title		Div Org	Dis Org
Series		Pay Plan		Grade	
		Work Phone		Home Phone	
Available Date		Lower Grade?		Specific RIF	General RIF
Hr>Last Name		First Name		Phone	
Entered on		by		Changed on	by
Position Offered		on		Accepted?	Change:
Geographic Codes		Interested Jobs Title		Series	PP GR
Count: *0 Exit: ALT-F10					
(List) (Replace)					

fig 36

SSN is a 9 character field. Press *“Enter Query”*, **F3 first** then enter the social security number of the employee to be remove from the CSAI system and press *“Execute Query”*, **F2**. If the social security number entered is invalid a message is displayed. If the social security number is unknown press *“List”*, **F4**, select a social security number, and press *“Next Field”* .

NOTES

The “*Enter Query*”, *F3* key must be press prio to typing in the SSN.

LAST NAME is a 20 character field. Displayed is the last name of the employee associated with the social security number.²⁶

FIRST NAME is a 15 character field. Displayed is the first name of the employee associated with the social security number.

MI is a 1 character field. Displayed is the middle initial of the employee associated with the social security number.

OFFICE SYMBOL is a 15 character field. Displayed is the office symbol of the employee.

COP		Employee Details		Date
SSN		Last Name		First Name
Office Symbol		Title		Div Org
Series		Pay Plan		Home Phone
Available Date		Grade		Work Phone
Hr:Last Name		First Name		Phone
Entered on		by		Changed on
Position Offered		on		Accepted?
Geographic Codes		Interested Jobs		Option Codes
		Title	Series	PP GR
Count: *0 (List) (Replace)				
Exit: ALT-F10				

fig 37

POSITION TITLE is a 35 character scrollable field. Displayed is the position title associated with the query field.

DIV ORG is a 2 character field. Displayed is the district organization code of the employee associated with the social security number.

DIS ORG is a 2 character field. Displayed is the district organization code of the employee associated with the social security number.

SERIES is a 5 character field. Displayed is the pay plan of the employee associated with the social security number.

PAY PLAN is a 2 character field. Displayed is the pay plan of the employee associated with the social security number.

GRADE is a 2 character field. Displayed is the grade (o-17) of the employee associated with the social security number.

WORK is a 10 character field. Displayed is the work phone number of the employee associated with the social security number.

HOME is a 10 character field. Displayed is the home phone number of the employee associated with the social security number.

COP		Employee Details		Date
SSN	Last Name	First Name	MI	
Office Symbol	Title	Div Org	Dis Org	
Series	Pay Plan	Grade	Work Phone	Home Phone
Available Date	Lower Grade?	Specific RIF	General RIF	
Hr: Last Name	First Name	Phone		
Entered on	by	Changed on	by	
Position Offered	on	Accepted?	Change:	
Geographic Codes	Title	Interested Jobs	Series	PP GR
Count: *0				(List) (Replace)
Exit: ALT-F10				

fig 38

AVAILABLE DATE is a 9 character field. Displayed is the date the employee will be available to begin filling an available vacancy.

LOWER GRADE? Is a 1 character field. Displayed is a “Y” in this field if the employee will take a lower grade position and press “*Next Field*” . Displayed is a “N” in this field if the employee will not take a lower grade position and press “*Next Field*” .

SPECIFIC RIF is a 1 character field. Displayed is an “X” in this field only if the eligibility of the employee for the outplacement program is due to a specific reduction in force and press “*Next Field*” .

GENERAL RIF is a 1 character field. Displayed is an” X” in this field only if the eligibility of the employee for the putplacement program is due to a general reduction in force and press “*Next Field*” .

HUMAN RESOURCES REP:

LAST NAME is a 20 character field. Displayed is the last name of the human resources representative of the employee.

FIRST NAME is a 20 character field. Displayed is the first name of the human resources representative of the employee.

COP		Employee Details		Date
SSN	Last Name	First Name	MI	
Office Symbol	Title	Div Org	Dis Org	
Series	Pay Plan	Grade	Work Phone	Home Phone
Available Date	Lower Grade?	Specific RIF	General RIF	
Hr:Last Name	First Name	Phone		
Entered on	by	Changed on	by	
Position Offered	on	Accepted?	Change:	
Geographic Codes	Title	Series	PP	GR
Count: *0				
Exit: ALT-F10				
(List) (Replace)				

fig 39

PHONE is a 10 character field. Displayed is the phone number of the human resources representative of the employee.

ENTERED ON is a 9 character field. Displayed is the date the employee was entered in the command outplacement system.

BY is a 12 character field. Displayed is the userid of the user who entered the vacancy into the CSAI system.

CHANGED ON is a 9 character field. Displayed is the date that the last changes were made to the employee record.

BY is a 12 character field. Displayed is the userid of the user who made the last changes to the employee record.

POSITION OFFERED is a 35 character scrollable field. Displayed is the position title the employee was offered.

ON is a 9 character field. Displayed is the date the employee was offered the position .

ACCEPTED is a 1 character field. Displayed is a “Y” if the employee accepted the position offered. Displayed is a “N” if the employee did not accept the position offered.

COP		Employee Details		Date
SSN		Last Name		First Name
Office Symbol		Title		Div Org
Series		Pay Plan		Home Phone
Available Date		Lower Grade?		General RIF
Hr:Last Name		First Name		Phone
Entered on		by		Changed on
Position Offered		on		Accepted?
Geographic Codes		Interested Jobs		Option Codes
		Title	Series	PP
				GR
Count: *0				
Exit: ALT-F10				
(List) (Replace)				

fig 40

CHANGE is a 12 character field. Displayed is the action taken the last time changes were made to the employee record.

GEOGRAPHIC CODES is a 5 character field. Displayed is the geographic location code.

POSITION TITLE is a 35 character scrollable field. Displayed is the current position title of the employee.

SERIES is a 5 character field. Displayed is the series of the employee associated with the social security number.

PAY PLAN is a 2 character field. Displayed is the pay plan of the employee associated with the social security number.

GRADE is a 2 character field. Displayed is the grade (0-17) of the employee associated with the social security number.

OPTION CODES is a 3 character field. Displayed are the option codes for this position.

NOTES

Press “Exit”, F10 to leave the Query Employees Screen.

3.5 Maintenance

Maintenance is provided with the Employee Functions to update/change personal records, job records, and geographical tables

3.5.1 BASIC

The Basic option retrieves the Employee Basic Data Maintenance Screen is used to update or change basic information about an Employee's personal records based on their social security number.

COP			
Employee Basic Data Maintenance			Date <input type="text"/>
Last Name <input type="text"/>	First Name <input type="text"/>	MI <input type="text"/>	SSN <input type="text"/>
Office Symbol <input type="text"/>	Series <input type="text"/>	Position Title <input type="text"/>	
Pay Plan <input type="text"/>	Grade <input type="text"/>	Phone Numbers: Work <input type="text"/>	Home <input type="text"/>
Date Available <input type="text"/>	Will take lower grade? <input type="text"/>		
Division Org Code <input type="text"/>	District Org Code <input type="text"/>	Basic for Eligibility: Specific RIF <input type="text"/> General RIF <input type="text"/>	
HR Rep: Last Name <input type="text"/>		First Name <input type="text"/>	Phone <input type="text"/>
<div>[List] for selection list Press [Previous Field] to Back UP</div> <div>[Next Field] to Advance [Accept/Commit] to Save</div> <div>[Exit] to Cancel</div>			
Enter employee SSN Press [Previous Fields] to back up.			
Count: *0		(List) (Replace)	
Exit: ALT-F10			

fig 41

LAST NAME is a 20 character field. Displayed is the last name of the employee associated with the social security number press “*Next Field*” to accept this information. Press “*Clear Field*”, *F6*, enter the corrected last name and press “*Next Field*” to change this information.

FIRST NAME is a 15 character field. Displayed is the first name of the employee associated with the social security number press “*Next Field*” to accept this information. Press “*Clear Field*”, *F6*, enter the corrected first name and press “*Next Field*” to change this information.

MI is a 1 character field. Displayed is the middle initial of the employee associated with the social security number press “*Next Field*” to accept this information. Press “*Clear Field*”, *F6*, enter the corrected middle initial and press “*Next Field*” to change this information.

COP					
Employee Basic Data Maintenance				Date <input style="width: 100px;" type="text"/>	
Last Name <input style="width: 100px;" type="text"/>		First Name <input style="width: 100px;" type="text"/>		MI <input style="width: 20px;" type="text"/>	SSN <input style="width: 100px;" type="text"/>
Office Symbol <input style="width: 100px;" type="text"/>		Series <input style="width: 50px;" type="text"/>		Position Title <input style="width: 150px;" type="text"/>	
Pay Plan <input style="width: 30px;" type="text"/>		Grade <input style="width: 30px;" type="text"/>		Phone Numbers: Work <input style="width: 100px;" type="text"/> Home <input style="width: 100px;" type="text"/>	
Date Available <input style="width: 100px;" type="text"/>		Will take lower grade? <input style="width: 30px;" type="text"/>			
Division Org Code <input style="width: 50px;" type="text"/>		District Org Code <input style="width: 50px;" type="text"/>		Basic for Eligibility: Specific RIF <input style="width: 30px;" type="text"/> General RIF <input style="width: 30px;" type="text"/>	
HR Rep: Last Name <input style="width: 100px;" type="text"/>		First Name <input style="width: 100px;" type="text"/>		Phone <input style="width: 100px;" type="text"/>	
<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <p>[List] for selection list Press [Previous Field] to Back UP</p> <p>[Next Field] to Advance [Accept/Commit] to Save</p> <p>[Exit] to Cancel</p> </div>					
Enter employee SSN Press [Previous Fields] to back up.					
Count: *0				(List) (Replace)	
Exit: ALT-F10					

fig 42

SSN is a required 9 character field. When you enter this form the cursor will begin with this field and is required. Enter the social security number of the employ to retrieve basic information for and press “*Next Field*” . If the social security number entered is invalid a message is displayed. If the social security number is unknown press “*List*”, *F4*, select a social security number, and press “*Next Field*” .

OFFICE SYMBOL is a 15 character field. Displayed is the office symbol of the employee associated with the social security number press “*Next Field*” to accept this information. Press “*Clear Field*”, *F6*, enter the corrected office symbol and press “*Next Field*” to change this information.

SERIES is a 5 character field. Displayed is the series of the employee associated with the social security number press “*Next Field*” to change this information. If the series entered is invalid a message is displayed. If the series is unknown press “*List*”, *F4* and select a series, and press “*Next Field*” .

POSITION TITLE is a 35 character scrollable field. Displayed is the position title of the employee associated with the social security number press “*Next Field*” to accept this information. Press “*Clear Field*”, *F6*, enter the corrected position title and press “*Next Field*” to change this information. If the position title is unknown press “*List*”, *F4* and select a position title, and press “*Next Field*” .

COP					
Employee Basic Data Maintenance				Date 	
Last Name 		First Name 		MI SSN 	
Office Symbol 		Series 		Position Title 	
Pay Plan 		Grade 		Phone Numbers: Work Home 	
Date Available 		Will take lower grade? 			
Division Org Code 		District Org Code 		Basic for Eligibility: Specific RIF General RIF 	
HR Rep: Last Name 		First Name 		Phone 	
<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> [List] for selection list Press [Previous Field] to Back UP </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> [Next Field] to Advance [Accept/Commit] to Save </div> <div style="text-align: center;"> [Exit] to Cancel </div> </div>					
Enter employee SSN Press [Previous Fiels] to back up.					
Count: *0				(List) (Replace)	
Exit: ALT-F10					

fig 43

PAY PLAN is a 2 character field. Displayed is the pay plan of the employee associated with the social security number press “*Next Field*” to accept this information. Press “*Clear Field*”, *F6*, enter the corrected pay plan and press “*Next Field*” to change this information. If the pay plan entered is invalid a message is displayed. If the pay plan is unknown press “*List*”, *F4* and select a pay plan, and press “*Next Field*” .

GRADE is a 2 character field. Displayed is the grade (0-17) of the employee associated with the social security number press “*Next Field*” to accept this information. Press “*Clear Field*”, *F6*, enter the corrected grade and press “*Next Field*” to change this information.

PHONE NUMBERS:

WORK is a 10 character field. Displayed is the work phone number of the employee associated with the social security number press “*Next Field*” to accept this information. Press “*Clear Field*”, *F6*, enter the corrected work phone number and press “*Next Field*” to change this information.

HOME is a 10 character field. Displayed is the home phone number of the employee associated with the social security number press “*Next Field*” to accept this information. Press “*Clear Field*”, *F6*, enter the corrected home phone number and press “*Next Field*” to change this information.

COP					
Employee Basic Data Maintenance				Date <input style="width: 100px;" type="text"/>	
Last Name <input style="width: 100px;" type="text"/>		First Name <input style="width: 100px;" type="text"/>		MI <input style="width: 20px;" type="text"/> SSN <input style="width: 100px;" type="text"/>	
Office Symbol <input style="width: 50px;" type="text"/>		Series <input style="width: 30px;" type="text"/>		Position Title <input style="width: 150px;" type="text"/>	
Pay Plan <input style="width: 30px;" type="text"/>		Grade <input style="width: 30px;" type="text"/>		Phone Numbers: Work <input style="width: 80px;" type="text"/> Home <input style="width: 80px;" type="text"/>	
Date Available <input style="width: 80px;" type="text"/>		Will take lower grade? <input style="width: 30px;" type="text"/>			
Division Org Code <input style="width: 40px;" type="text"/>		District Org Code <input style="width: 40px;" type="text"/>		Basic for Eligibility: Specific RIF <input style="width: 30px;" type="text"/> General RIF <input style="width: 30px;" type="text"/>	
HR Rep: Last Name <input style="width: 100px;" type="text"/>		First Name <input style="width: 100px;" type="text"/>		Phone <input style="width: 80px;" type="text"/>	
<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> [List] for selection list Press [Previous Field] to Back UP </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> [Next Field] to Advance [Accept/Commit] to Save </div> <div style="text-align: center;"> [Exit] to Cancel </div> </div>					
Enter employee SSN Press [Previous Fiels] to back up.					
Count: *0				(List) (Replace)	
Exit: ALT-F10					

fig 44

DATE AVAILABLE is a 9 character field. Displayed is the date the employee will be available to begin filling a vacancy position press “*Next Field*” to accept this information. Press “*Clear Field*”, F6, enter the corrected date available and press “*Next Field*” to change this information.

WILL TAKE LOWER GRADE is a 1 character field. Displayed is a “Y” in this field if the employee will take a lower grade position. Displayed is a “N” in this field if the employee will not take a lower grade position. Press “*Next Field*” to accept this information. Press “*Clear Field*”, F6, enter the corrected answer and press “*Next Field*” to change this information.

DIVISION ORG CODE is a 2 character field. Displays is the division organization code of the employee associated with the social security number press “*Next Field*” to accept this information. Press “*Clear Field*”, F6, enter the corrected division organization code and press “*Next Field*” to change this information.

DISTRICT ORG CODE is a 2 character field. Displayed is the district organization code of the employee associated with the social security number press “*Next Field*” to accept this information. Press “*Clear Field*”, F6, enter the corrected district organization code and press “*Next Field*” to change this information.

COP					
Employee Basic Data Maintenance				Date 	
Last Name 		First Name 		MI SSN 	
Office Symbol 		Series 		Position Title 	
Pay Plan 		Grade 		Phone Numbers: Work Home 	
Date Available 		Will take lower grade? 			
Division Org Code 		District Org Code 		Basic for Eligibility: Specific RIF General RIF 	
HR Rep: Last Name 		First Name 		Phone 	
<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> [List] for selection list Press [Previous Field] to Back UP [Next Field] to Advance [Accept/Commit] to Save [Exit] to Cancel </div>					
Enter employee SSN Press [Previous Fields] to back up.					
Count: *0				(List) (Replace)	
Exit: ALT-F10					

fig 45

BASIS FOR ELIGIBILITY: Displayed is an “X” in one but not both of the following two fields.

SPECIFIC RIF is a 1 character field. Displayed is an “X” in this field only if the eligibility of the employee for the outplacement program is due to a specific reduction in force press “*Next Field*” to accept this information. Press “*Clear Field*”, F6 then press “*Next Field*” to change this information.

GENERAL RIF is a 1 character field. Displayed is an “X” in this field only if the eligibility of the employee for the outplacement program is due to a general reduction in force press “*Next Field*” to accept this information. Press “*Clear Field*”, F6 then press “*Next Field*” to change this information.

HUMAN RESOURCES REP:

LAST NAME is a 20 character field. Displayed is the last name of the human resources representative of the employee press “*Next Field*” to accept this information. Press “*Clear Field*”, F6, enter the corrected human resources representative last name and press “*Next Field*” to change this information.

COP			
Employee Basic Data Maintenance		Date 	
Last Name 	First Name 	MI 	SSN
Office Symbol 	Series 	Position Title 	
Pay Plan 	Grade 	Phone Numbers: Work 	Home
Date Available 	Will take lower grade? 		
Division Org Code 	District Org Code 	Basic for Eligibility: Specific RIF General RIF 	
HR Rep: Last Name 		First Name 	Phone
<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> [List] for selection list Press [Previous Field] to Back UP </div> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> [Next Field] to Advance [Accept/Commit] to Save </div> <div style="text-align: center;"> [Exit] to Cancel </div> </div>			
Enter employee SSN Press [Previous Fiels] to back up.			
Count: *0		(List) (Replace)	
Exit: ALT-F10			

fig 46

FIRST NAME is a 20 character field. Displayed is the first name of the human resources representative of the employee press “*Next Field*” to accept this information. Press “*Clear Field*”, *F6*, enter the corrected human resources representative first name and press “*Next Field*”, to change this information.

PHONE is a 10 character field. Displayed is the phone number of the human resources representative press “*Next Field*” to accept this information. Press “*Clear Field*”, *F6*, enter the corrected human resources representative phone number and press “*Next Field*” to change this information.

NOTES:

When all employee information has been changed/updated press “*Accept/Commit*”, <End> to save these changes. Press “*Exit*”, *F10* to leave the basic maintenance screen without saving any changes.

3.5.2 Jobs

The Jobs option retrieves the Employee Job Screen. It is used to update or change employee job information records based on the employee social security number.

COP														
EmployeeJob Maintenance		Date 02-DEC-96												
SSN	Last Name	First Name	MI	Current Position Title										
<table style="width: 100%; border: none;"> <tr> <td style="width: 35%; text-align: center; vertical-align: top;">Position Title</td> <td style="width: 10%; text-align: center; vertical-align: top;">Series</td> <td style="width: 5%; text-align: center; vertical-align: top;">PP</td> <td style="width: 5%; text-align: center; vertical-align: top;">GR</td> <td style="width: 45%; border: 1px solid black; padding: 5px;"> Option Codes for => Selected Position Press: [Next Block] or [Previous Block] to change windows [Accept/Commit] to save [Exit] to cancel </td> </tr> <tr> <td style="height: 100px;"></td> <td style="height: 100px;"></td> <td style="height: 100px;"></td> <td style="height: 100px;"></td> <td style="height: 100px;"></td> </tr> </table>					Position Title	Series	PP	GR	Option Codes for => Selected Position Press: [Next Block] or [Previous Block] to change windows [Accept/Commit] to save [Exit] to cancel					
Position Title	Series	PP	GR	Option Codes for => Selected Position Press: [Next Block] or [Previous Block] to change windows [Accept/Commit] to save [Exit] to cancel										
Enter SSN. Press [List] to select														
Count: *0		(List) (Replace)												
Exit: ALT-F10														

fig 47

SSN is a required 9 character field. Enter the social security number of the employee to retrieve job information for and press “*Next Field*” . If the social security number entered is invalid a message is displayed. If the social security number is unknown press “*List*”, *F4*, select a social security number, and press “*Next Field*” .

LAST NAME is a 20 character field. Displayed is the last name of the employee associated with the social security number.

FIRST NAME is a 15 character field. Displayed is the first name of the employee associated with the social security number.

MI is a 1 character field. Displayed is the middle initial of the employee associated with the social security number.

CURRENT POSITION TITLE is a 35 character scrollable field. Displayed is the position title of the employee associated with the social security number.

POSITION TITLE is a required 35 character scrollable field. Enter the position title of the job to add or delete and press “*Next Field*” to move to the series field. If the position title is invalid a message is displayed. If the position title is unknown press “*List*”, *F4* and select a position title, press “*Next Record*” to move to the next record. Press “*Delete Record*”, *Shift-F5* to remove a position title from the list.

SERIES is a 5 character field. Automatically populates when the position title is selected from the list utility. Enter the series of the job to enter or delete and press “*Next Field*” to move to the pay plan field. If the series is invalid a message is displayed. If the series is unknown press “*List*”, *F4* and select a series. Press “*Clear Field*”, *F6* to remove a series from the record.

COP				
EmployeeJob Maintenance			Date 02-DEC-96	
SSN	Last Name	First Name	MI	Current Position Title
Position Title	Series	PP	GR	Option Codes for => Selected Position
				Press: [Next Block] or [Previous Block] to change windows
				[Accept/Commit] to save [Exit] to cancel
Enter SSN. Press [List] to select				
Count: *0			(List) (Replace)	
Exit: ALT-F10				

fig 48

PP is a required 2 character field. Enter the pay plan of the job to enter or delete and press “*Next Field*” to move to the grade field. If the pay plan is invalid a message is displayed. If the pay plan is unknown press “*List*”, *F4* and select a pay plan. Press “*Clear Field*”, *F6* to remove a pay plan from the record.

GR is a required 2 character field. Enter the grade of the job to enter or delete and press “*Next Field*” to move to the option codes field. Press “*Clear Field*”, *F6* to remove a grade from the record.

OPTION CODES is a required 3 character field. Enter the option codes for this record and press “*Next Field*” . If the option code is invalid a message is displayed. If the option code entered is unknown press “*List*”, *F4* and select an option code, and press “*Next Field*” . Press “*Next Block*”, *<PgDn>* to return to the position title field. Press “*Clear Field*”, *F6* to delete the option code from the record.

NOTES

After all changes have been made press “*Accept/Commit*”, *<End>* to save all information changed. Press “*Exit*”, *F10* to leave the Jobs Screen without saving any changes.

3.5.3 Geo

The Geo option retrieves the Employee Location Maintenance Screen and is used to add/delete employee geographical codes based on the employee social security number.

COP				
Employee Location Maintenance			Date 02-DEC-96	
SSN	Last Name	First Name	MI	Current Position Title
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> <p>Geo Code</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> </div> <div style="width: 80%;"> <p>After employee has been entered or selected, follow instructions below:</p> <p>To add one or more Geo codes: Enter code, Press [Next Field]. Repeat for additional codes.</p> <p>To deletecodes: Press [List], select value to delete. when value I displayed in Geo Code field, press [Delete Record] Repeat for additional codes.</p> <p>Note that you must add or delete - do not attempt to modify data in the Geo Code field.</p> </div> </div>				
Enter SSN. Press [List] to select				
Count: *0			(List) (Replace)	
Exit: ALT-F10				

fig 49

SSN is a 9 character field. Enter the social security number of the employee to retrieve geographical information for and press “*Next Field*” . If the social security number entered is invalid a message is displayed. If the social security number is unknown press “*List*”, *F4*, select a social security number, and press “*Next Field*” .

LAST NAME is a 20 character field. Displayed is the last name of the employee associated with the social security number.

FIRST NAME is a 15 character field. Displayed is the first name of the employee associated with the social security number.

MI is a 1 character field. Displayed is the middle initial of the employee associated with the social security number.

CURRENT POSITION TITLE is a 35 character scrollable field. Displayed is the position title of the employee associated with the social security number.

GEO CODE is a 5 character field. Enter or delete a geographic location code for the employee and press “*Next Field*” . If the geographic location code entered is invalid a message is displayed. If the geographic organization code is unknown press “*List*”, *F4* and select a geographic location to add to the list of acceptable geographic location codes. Press “*Delete Record*”, *Shift-F5* to remove a geographic location code from the list of acceptable codes.

APPENDIX A - FUNCTION KEYS

ACTION KEYS:

F6	CLEAR FIELD clear the contents of the current field, beginning at the current cursor position.
F5	CLEAR RECORD clears all the fields of the current block.
Backspace/del	DELETE BACKWARD deletes the character to the left of the current cursor position
SHIFT F5	DELETE RECORD deletes a retrieved record from the screen and the data base. Records are not permanently deleted until you save you changes to the data base.
F3	EXECUTE QUERY clears the current block/form and retrieves all records from the data base table referenced by the block.
F10	EXIT exits the current form and returns to the system command prompt.
INSERT	INSERT/REPLACE switches between Insert character mode and Replace character mode.
F4	LIST , if available, displays possible values for the current field.
END	ACCEPT/COMMIT writes into the data base all changes made since the last Accept/commit.

CURSOR MOVEMENT KEYS:

DOWN ARROW **DOWN** moves the cursor to the same field in the next record. If the next record is a new record, **DOWN** moves the cursor to the first field of the new record.

LEFT ARROW **LEFT** moves the cursor one character to the left (within the field).

SHIFT-F3 **PREVIOUS BLOCK** moves the cursor to the previous block in the form.

SHIFT-TAB **PREVIOUS FIELD** moves the cursor to the previous enterable field in the current record.

PAGE UP **PREVIOUS BLOCK** moves the cursor to the previous block of the current screen.

PAGE DOWN **NEXT BLOCK** moves the cursor to the next block in the form.

TAB, ENTER **NEXT FIELD** moves the cursor to the next enterable field in the current record.

PAGE DOWN **NEXT BLOCK** moves the cursor to the next block on the current screen.

RIGHT ARROW **RIGHT** moves the cursor one character to the right (within the field).

UP ARROW **UP** moves the cursor to the same field in the previous record. (Query screens only)

DISPLAY KEYS:

SHIFT-F10 **DISPLAY ERROR** displays error information and/or advanced help information for the field

where the last error occurred.

F4 **LIST VALUES**, if available, displays possible values for the current field.

SHIFT -F9 **PRINT**

F8 **SHOW FUNCTION KEYS** displays the function key assignments currently in effect for the form displayed.

APPENDIX B - EROC CODES

Codes sorted by division/district:

<u>Eroc/Org Code</u>	<u>Location</u>
S0	HQUSACE
V0	HQUSACE
S8	HQUSACE
S9	HQUSACE
W3	ENG HOUSING SUP CNTR
A0	HUNTSVILLE DIVISION
B0	LOWER MS VALLEY DIV
B1	MEMPHIS DISTRICT
B2	NEW ORLEANS DISTRICT
B3	ST LOUIS DISTRICT
B4	VICKSBURG DISTRICT
C0	MISSOURI RIVER DIV
C1	KANSAS CITY DISTRICT
C2	OMAHA DISTRICT
D0	NEW ENGLAND DIVISION
E0	NORTH ATLANTIC DIV
X1	ENG ACTIVITY CAP ARE
E1	BALTIMORE DISTRICT
E3	NEW YORK DISTRICT
E4	NORFOLD DISTRICT
E5	PHILADELPHIA DIST
F0	NORTH CENTRAL DIV
F1	BUFFALO DISTRICT
F2	CHICAGO DISTRICT
F3	DETROIT DISTRICT
F4	ROCK ISLAND DISTRICT
F5	ST PAUL DISTRICT
G0	NORTH PACIFIC DIV
G1	ALASKA DISTRICT
G2	PORTLAND DISTRICT
G3	SEATTLE DISTRICT
G4	WALLA WALLA DISTRICT
H0	OHIO RIVER DIVISION
H1	HUNTINGTON DISTRICT

H2	LOUISVILLE DISTRICT
H3	NASHVILLE DISTRICT
H4	PITTSBURG DISTRICT
J0	PACIFIC OCEAN DIV
J1	FAR EAST DISTRICT
J2	JAPAN DISTRICT
J3	HONOLULU DISTRICT
K0	SOUTH ATLANTIC DIV
K2	CHARLESTON DISTRICT
K3	JACKSONVILLE DIST
K8	JACKSONVILLE DIST
K5	MOBILE DISTRICT
K9	MOBILE DISTRICT
K6	SAVANNAH DISTRICT
K7	WILMINGTON DISTRICT
L0	SOUTH PACIFIC DIV
L1	LOS ANGELES DISTRICT
L2	SACRAMENTO DISTRICT
L3	DAN FRANCISCO DIST
M0	SOUTHWESTERN DIV
M1	ALBUQUERQUE DISTRICT
M2	FORT WORTH DISTRICT
M3	GALVESTON DISTRICT
M4	LITTLE ROCK DISTRICT
M5	TULSA DISTRICT
N0	TRANS ATLANTIC DIV
N1	EUROPE DISTRICT
QQ	WATER RSRCS SUP CTR
Q2	HYDROLOGIC ENG CTR
W5	THAMA
U1	TOPOGRAPHIC ENG CTR
U2	COLD REGIONS RES LAB
U3	COLD ENG RES LAB
U4	WATERWAYS EXP STATION
W2	HUMPHREYS ENG CTR SA
W5	MARINE DESIGN CENTER
W7	CTR FOR INFO ENG

APPENDIX C - LOCATION CODES

CODE	DESCR	AB
-----	-----	----
L1056	ALABAMA	AL
L1057	ANNISTON ARMY DEPOT	AL
L1058	CHILDERSBURG	AL
L1059	FORT MCCLELLAN	AL
L1060	FORT RUCKER	AL
L1061	HUNTSVILLE-REDSTONE	AL
L1062	MOBILE	AL
L1063	MONTGOMERY	AL
L1065	ALASKA	AK
L1066	ANCHORAGE	AK
L1067	FORT GREELEY	AK
L1068	FORT RICHARDSON	AK
L1069	FORT WAINWRIGHT	AK
L1071	ARIZONA	AZ
L1072	FORT HUACHUCA	AZ
L1073	PHOENIX	AZ
L1074	YUMA PROVING GROUND	AZ
L1076	ARKANSAS	AR
L1077	FORT CHAFFEE	AR
L1078	LITTLE ROCK	AR
L1079	PINE BLUFF	AR
L1081	CALIFORNIA	CA
L1082	ALAMEDA	CA
L1083	CAMP ROBERTS	CA
L1084	EDWARDS AIR FORCE BASE	CA
L1085	FORT BAKER	CA
L1086	FORT IRWIN	CA
L1087	FORT MACARTHUR	CA
L1088	FORT ORD	CA
L1089	LAGUNA NIGUEL	CA
L1090	LOS ANGELES	CA
L1091	MONTEREY	CA
L1092	OAKLAND	CA
L1093	REDWOOD CITY	CA
L1094	RIVERBANK	CA
L1095	SACRAMENTO	CA
L1096	SAN BERNARDINO	CA
L1097	SAN FRANCISCO	CA
L1098	SANTA ANA	CA
L1099	SHARPE ARMY DEPOT	CA
L1100	SIERRA ARMY DEPOT	CA
L1101	TRACY DEFENSE DEPOT	CA
L1102	TRAVIA AIR FORCE BASE	CA

L1104	COLORADO	CO
L1105	AURORA-FITSSIMONS	CO
L1106	DENVER	CO
L1107	FORT CARSON	CO
L1108	PUEBLO ARMY DEPOT	CO
L1109	ROCKY MOUNTAIN ARSENAL	CO
L1111	CONNECTICUT	CT
L1112	NEW HAVEN	CT
L1114	DELAWARE	DE
L1116	FLORIDA	FL
L1117	JACKSONVILLE	FL
L1118	HOMESTEAD	FL
L1119	MIAMI	FL
L1120	ORLANDO	FL
L2003	GEORGIA	GA
L2004	ATLANTA	GA
L2005	CAMP MERRILL	GA
L2006	COLUMBUS	GA
L2007	FORT BENNING	GA
L2008	FORT GILLEM	GA
L2009	FORT GORDON	GA
L2010	FORT MCPHERSON	GA
L2011	FORT STEWART	GA
L2012	HUNTER AIR FORCE BASE	GA
L2013	SAVANNAH	GA
L2015	HAWAII	HI
L2016	HONOLULU	HI
L2017	SCHOFIELD BARRACKS	HI
L2019	IDAHO	ID
L2021	ILLINOIS	IL
L2022	CHAMPAIGN	IL
L2023	CHICAGO	IL
L2024	FORT SHERIDAN	IL
L2025	GRANITE CITY	IL
L2026	JOLLIET	IL
L2027	PEORIA	IL
L2028	ROCK ISLAND	IL
L2029	SAVANNA	IL
L2031	INDIANA	IN
L2032	CRANE	IN
L2033	CHARLESTOWN	IN
L2034	FORT BENJAMIN HARRISON	IN
L2035	INDIANAPOLIS	IN
L2036	JEFFERSON PROVING GROUND	IN
L2037	NEWPORT	IN
L2039	IOWA	IA
L2040	DAVENPORT	IA
L2041	DES MOINES	IA
L2042	MIDDLETOWN	IA

L2044	KANSAS	KS
L2045	DESOTO	KS
L2046	FORT LEAVENWORTH	KS
L2047	FORT RILEY	KS
L2048	PARSONS	KS
L2049	TOPEKA	KS
L2051	KENTUCKY	KY
L2052	FORT CAMPBELL	KY
L2053	FORT KNOX	KY
L2054	LEXINGTON	KY
L2055	LOUISVILLE	KY
L2057	LOUISIANA	LA
L2058	FORT POLK	LA
L2059	NEW ORLEANS	LA
L2060	IASHREVEPORT	LA
L2062	MAINE	ME
L2064	MARYLAND (OUTSIDE D.C.)	MD
L2065	ABERDEEN PROVING GROUND	MD
L2066	BALTIMORE	MD
L2067	COLUMBIA	MD
L2068	EDGEWOOD ARSENAL	MD
L2069	FORT DETRICK	MD
L2070	FORT MEADE	MD
L2071	FORT RITCHIE	MD
L2072	LINTHICUM HEIGHTS	MD
L2074	MASSACHUSETTS	MA
L2075	BOSTON	MA
L2076	FORT DEVENS	MA
L2077	NATICK	MA
L2078	WALTHAM	MA
L2079	WATERTOWN	MA
L2081	MICHIGAN	MI
L2082	DETROIT	MI
L2083	LANSING	MI
L2084	SELFRIDGE AIR FORCE BASE	MI
L2085	WARREN	MI
L2087	MINNESOTA	MN
L2088	FORT SNELLING	MN
L2089	MINNEAPOLIS	MN
L2090	NEW BRIGHTON	MN
L2091	ST. PAUL	MN
L2093	MISSISSIPPI	MS
L2094	JACKSON	MS
L2095	PICAYNE	MS
L2096	VICKSBURG	MS
L2098	MISSOURI	MO
L2099	FORT LEONARD WOOD	MO
L2100	INDEPENDENCE	MO
L2101	KANSAS CITY	MO

L2102	ST. LOUIS	MO
L2104	MONTANA	MT
L2106	NEBRASKA	NE
L2107	GRAND ISLAND	NE
L2108	OMAHA	NE
L2110	NEVADA	NV
L2111	HAWTHORNE	NV
L2113	NEW HAMPSHIRE	NH
L2114	CONCORD	NH
L2115	HANOVER	NH
L3003	NEW JERSEY	NJ
L3004	BAYONNE	NJ
L3005	DOVER (PICATTINY ARSENAL)	NJ
L3006	FORT DIX	NJ
L3007	FORT MONMOUTH	NJ
L3008	LAKEHURST	NJ
L3009	NEWARK	NJ
L3011	NEW MEXICO	NM
L3012	ALBUQUERQUE	NM
L3013	WHITE SANDS MISSILE RANGE	NM
L3015	NEW YORK	NY
L3016	ALBANY	NY
L3017	BUFFALO	NY
L3018	FORT DRUM	NY
L3019	FORT HAMILTON	NY
L3020	HANCOCK	NY
L3021	LONG ISLAND	NY
L3022	NEWBURGH	NY
L3023	NEW YORK CITY	NY
L3024	NIAGARA FALLS	NY
L3025	SENECA ARMY DEPOT	NY
L3026	STEWART AIR FORCE BASE	NY
L3027	SYRACUSE	NY
L3028	WATERVLIET	NY
L3029	WEST POINT	NY
L3031	NORTH CAROLINA	NC
L3032	CHARLOTTE	NC
L3033	FAYETTEVILLE	NC
L3034	FORT BRAGG	NC
L3035	RALEIGH	NC
L3036	RESEARCH TRIANGLE PARK	NC
L3037	SUNNY POINT TERMINAL	NC
L3038	WILMINGTON	NC
L3040	NORTH DAKOTA	ND
L3041	FARGO	ND
L3043	OHIO	OH
L3044	CINCINNATI	OH
L3045	CLEVELAND	OH
L3046	COLUMBUS	OH

L3047	LIMA	OH
L3048	RAVENNA	OH
L3050	OKLAHOMA	OK
L3051	FORT SILL	OK
L3052	MCALESTER	OK
L3053	OKLAHOMA CITY	OK
L3054	TULSA	OK
L3056	OREGON	OR
L3057	PORTLAND	OR
L3058	UMATILLA	OR
L3060	PENNSYLVANIA	PA
L3061	CARLISLE BARRACKS	PA
L3062	CHAMBERSBURG	PA
L3063	FORT INDIANTOWN GAP	PA
L3064	FRANKFORD ARSENAL	PA
L3065	HARRISBURG	PA
L3066	N. CUMBERLAND ARMY DEPOT	PA
L3067	OAKDALE	PA
L3068	PHILADELPHIA	PA
L3069	PITTSBURGH	PA
L3070	SCRANTON	PA
L3071	TOBYHANNA ARMY DEPOT	PA
L3073	RHODE ISLAND	RI
L3075	SOUTH CAROLINA	SC
L3076	CHARLESTON	SC
L3077	COLUMBIA	SC
L3078	FORT JACKSON	SC
L3080	SOUTH DAKOTA	SD
L3081	SOUIX FALLS	SD
L3083	TENNESSEE	TN
L3084	CHATTANOOGA	TN
L3085	KINGSPORT	TN
L3086	MEMPHIS	TN
L3087	MILAN	TN
L3088	NASHVILLE	TN
L3090	TEXAS	TX
L3091	CORPUS CHRISTI	TX
L3092	DALLAS	TX
L3093	EL PASO	TX
L3094	FORT BLISS	TX
L3095	FORT HOOD	TX
L3096	FORT SAM HOUSTON	TX
L3097	FORT WORTH	TX
L3098	GALVESTON	TX
L3099	HOUSTON	TX
L3100	MARSHALL	TX
L3101	RED RIVER ARMY DEPOT	TX
L3102	SAN ANTONIO	TX
L3103	TEXARKANA	TX

L3105	UTAH	UT
L3106	DUGWAY PROVING GROUND	UT
L3107	FORT DOUGLAS	UT
L3108	SALT LAKE CITY	UT
L3109	TOOELE ARMY DEPOT	UT
L3111	VERMONT	VT
L3112	BURLINGTON	VT
L4003	VIRGINIA (OUTSIDE D.C.)	VA
L4004	CHARLOTTESVILLE	VA
L4005	FORT A.P. HILL	VA
L4006	FORT EUSTIS	VA
L4007	FORT LEE	VA
L4008	FORT MONROE	VA
L4009	FORT PICKET	VA
L4010	FORT STORY	VA
L4011	LANGLEY AIR FORCE BASE	VA
L4012	NEWPORT NEWS	VA
L4013	NORFOLK	VA
L4014	RADFORD	VA
L4015	RICHMOND	VA
L4016	WARRENTON	VA
L4017	WINCHESTER	VA
L4019	WASHINGTON	WA
L4020	BELLEVUE	WA
L4021	FORT LAWTON	WA
L4022	FORT LEWIS	WA
L4023	SEATTLE	WA
L4024	TACOMA	WA
L4025	WALLA WALLA	WA
L4027	WEST VIRGINIA	WV
L4028	BECKLEY	WV
L4029	HUNTINGTON	WV
L4031	WISCONSIN	WI
L4032	BARABOO	WI
L4033	FORT McCOY	WI
L4034	MILWAUKEE	WI
L4036	WYOMING	WY
L4038	DISTRICT OF COLUMBIA DC	DC
L4039	CORPS OF ENGINEERS DC	DC
L4040	FORT MCNAIR DC	DC
L4041	MILITARY DIST OF WASH DC	DC
L4042	USAAA NCR DC	DC
L4043	USAREC DRC DC	DC
L4044	WALTER REED MED CENTER DC	DC
L4046	VIRGINIA VA	DV
L4047	ARLINGTON (PENTAGON) VA	DV
L4048	ALEXANDRIA VA	DV
L4049	FAIRFAX CITY - COUNTY VA	DV
L4050	FALLS CHURCH (MTMC) VA	DV

L4051	FORT BELVOIR VA	DV
L4052	FORT MYER VA	DV
L4053	RESTON VA	DV
L4054	WOODBRIIDGE VA	DV
L4056	MARYLAND MD	DM
L4057	ADELPHI MD	DM
L4058	BETHESDA MD	DM
L4059	SILVER SPRING MD	DM
L4061	BELGIUM (INCLUDES SHAPE)	BG
L4063	ENGLAND	UK
L4065	GERMANY	GE
L4066	ANSBACH	GE
L4067	ASCHAFFENBURG	GE
L4068	AUGSBURG	GE
L4069	BAD KREUZNACH	GE
L4070	BAMBERG	GE
L4071	BAUMHOLDER	GE
L4072	BERLIN	GE
L4073	BREMERHAVEN	GE
L4074	DARMSTADT	GE
L4075	FRANKFURT	GE
L4076	GARMISCH	GE
L4077	GIESSEN	GE
L4078	GRAFENWOEHR	GE
L4079	HANAU	GE
L4080	HEIDELBERG	GE
L4081	KAISERSLAUTERN	GE
L4082	KARSIRUHE	GE
L4083	MANNHEIM	GE
L4084	MUNCHEN GLADBACH	GE
L4085	MUNICH	GE
L4086	NUERNBERG	GE
L4087	OBER RAMSTADT	GE
L4088	PIRMASENS	GE
L4089	SCHWEINFURT	GE
L4090	STUTTGART	GE
L4091	WIESBADEN	GE
L4092	WORMS	GE
L4093	WUERZBURG	GE
L4094	ZWEIBRUECKEN	GE
L4096	GREECE	GR
L4098	ITALY	IT
L4099	LIVORNO	IT
L4100	VICENZA	IT
L4102	NETHERLANDS	NL
L4103	ROTTERDAM	NL
L4105	SPAIN	SP
L4107	TURKEY	TK
L4109	EGYPT	EG

L4111	JORDAN	JD
L4113	ISRAEL	IS
L4115	OMAN	OM
L4117	SAUDI ARABIA	SA
L4119	CHINA	CH
L4121	GUAM	GU
L5003	JAPAN	JA
L5004	CAMP ZAMA	JA
L5005	KURE (INCLUDES AKIZUKI)	JA
L5006	OKINAWA	JA
L5007	YOKOHAMA	JA
L5009	JOHNSTON ISLAND	JI
L5011	KOREA	KO
L5012	CHUNCHON	KO
L5013	MUNSAN	KO
L5014	PUSAN	KO
L5015	PYONGTAEK	KO
L5016	SEOUL	KO
L5017	TAEGU	KO
L5018	TONGDUCHON	KO
L5019	UIJONG-BU	KO
L5020	WAEGWAN	KO
L5022	KWAJALEIN	KW
L5024	PANAMA	PN
L5026	PUERTO RICO	PR
L5028	SOUTH AMERICA	SM
L5030	DAYTON	OH
L5031	FULDA	GE
L5032	RHEINBERG	GE

APPENDIX C - LOCATION CODES

CODE	DESCR	AB
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L1056	ALABAMA	AL
L1057	ANNISTON ARMY DEPOT	AL
L1058	CHILDERSBURG	AL
L1059	FORT MCCLELLAN	AL
L1060	FORT RUCKER	AL
L1061	HUNTSVILLE-REDSTONE	AL
L1062	MOBILE	AL
L1063	MONTGOMERY	AL
L1065	ALASKA	AK
L1066	ANCHORAGE	AK
L1067	FORT GREELEY	AK
L1068	FORT RICHARDSON	AK
L1069	FORT WAINWRIGHT	AK
L1071	ARIZONA	AZ
L1072	FORT HUACHUCA	AZ
L1073	PHOENIX	AZ
L1074	YUMA PROVING GROUND	AZ
L1076	ARKANSAS	AR
L1077	FORT CHAFFEE	AR
L1078	LITTLE ROCK	AR
L1079	PINE BLUFF	AR
L1081	CALIFORNIA	CA
L1082	ALAMEDA	CA
L1083	CAMP ROBERTS	CA
L1084	EDWARDS AIR FORCE BASE	CA
L1085	FORT BAKER	CA
L1086	FORT IRWIN	CA
L1087	FORT MACARTHUR	CA
L1088	FORT ORD	CA
L1089	LAGUNA NIGUEL	CA
L1090	LOS ANGELES	CA
L1091	MONTEREY	CA
L1092	OAKLAND	CA
L1093	REDWOOD CITY	CA
L1094	RIVERBANK	CA
L1095	SACRAMENTO	CA
L1096	SAN BERNARDINO	CA
L1097	SAN FRANCISCO	CA
L1098	SANTA ANA	CA
L1099	SHARPE ARMY DEPOT	CA
L1100	SIERRA ARMY DEPOT	CA
L1101	TRACY DEFENSE DEPOT	CA

L1102	TRAVIA AIR FORCE BASE	CA
L1104	COLORADO	CO
L1105	AURORA-FITSSIMONS	CO
L1106	DENVER	CO
L1107	FORT CARSON	CO
L1108	PUEBLO ARMY DEPOT	CO
L1109	ROCKY MOUNTAIN ARSENAL	CO
L1111	CONNECTICUT	CT
L1112	NEW HAVEN	CT
L1114	DELAWARE	DE
L1116	FLORIDA	FL
L1117	JACKSONVILLE	FL
L1118	HOMESTEAD	FL
L1119	MIAMI	FL
L1120	ORLANDO	FL
L2003	GEORGIA	GA
L2004	ATLANTA	GA
L2005	CAMP MERRILL	GA
L2006	COLUMBUS	GA
L2007	FORT BENNING	GA
L2008	FORT GILLEM	GA
L2009	FORT GORDON	GA
L2010	FORT MCPHERSON	GA
L2011	FORT STEWART	GA
L2012	HUNTER AIR FORCE BASE	GA
L2013	SAVANNAH	GA
L2015	HAWAII	HI
L2016	HONOLULU	HI
L2017	SCHOFIELD BARRACKS	HI
L2019	IDAHO	ID
L2021	ILLINOIS	IL
L2022	CHAMPAIGN	IL
L2023	CHICAGO	IL
L2024	FORT SHERIDAN	IL
L2025	GRANITE CITY	IL
L2026	JOLIET	IL
L2027	PEORIA	IL
L2028	ROCK ISLAND	IL
L2029	SAVANNA	IL
L2031	INDIANA	IN
L2032	CRANE	IN
L2033	CHARLESTOWN	IN
L2034	FORT BENJAMIN HARRISON	IN
L2035	INDIANAPOLIS	IN
L2036	JEFFERSON PROVING GROUND	IN
L2037	NEWPORT	IN
L2039	IOWA	IA
L2040	DAVENPORT	IA
L2041	DES MOINES	IA

L2042	MIDDLETOWN	IA
L2044	KANSAS	KS
L2045	DESOTO	KS
L2046	FORT LEAVENWORTH	KS
L2047	FORT RILEY	KS
L2048	PARSONS	KS
L2049	TOPEKA	KS
L2051	KENTUCKY	KY
L2052	FORT CAMPBELL	KY
L2053	FORT KNOX	KY
L2054	LEXINGTON	KY
L2055	LOUISVILLE	KY
L2057	LOUISIANA	LA
L2058	FORT POLK	LA
L2059	NEW ORLEANS	LA
L2060	IASHREVEPORT	LA
L2062	MAINE	ME
L2064	MARYLAND (OUTSIDE D.C.)	MD
L2065	ABERDEEN PROVING GROUND	MD
L2066	BALTIMORE	MD
L2067	COLUMBIA	MD
L2068	EDGEWOOD ARSENAL	MD
L2069	FORT DETRICK	MD
L2070	FORT MEADE	MD
L2071	FORT RITCHIE	MD
L2072	LINTHICUM HEIGHTS	MD
L2074	MASSACHUSETTS	MA
L2075	BOSTON	MA
L2076	FORT DEVENS	MA
L2077	NATICK	MA
L2078	WALTHAM	MA
L2079	WATERTOWN	MA
L2081	MICHIGAN	MI
L2082	DETROIT	MI
L2083	LANSING	MI
L2084	SELFRIDGE AIR FORCE BASE	MI
L2085	WARREN	MI
L2087	MINNESOTA	MN
L2088	FORT SNELLING	MN
L2089	MINNEAPOLIS	MN
L2090	NEW BRIGHTON	MN
L2091	ST. PAUL	MN
L2093	MISSISSIPPI	MS
L2094	JACKSON	MS
L2095	PICAYNE	MS
L2096	VICKSBURG	MS
L2098	MISSOURI	MO
L2099	FORT LEONARD WOOD	MO
L2100	INDEPENDENCE	MO

L2101	KANSAS CITY	MO
L2102	ST. LOUIS	MO
L2104	MONTANA	MT
L2106	NEBRASKA	NE
L2107	GRAND ISLAND	NE
L2108	OMAHA	NE
L2110	NEVADA	NV
L2111	HAWTHORNE	NV
L2113	NEW HAMPSHIRE	NH
L2114	CONCORD	NH
L2115	HANOVER	NH
L3003	NEW JERSEY	NJ
L3004	BAYONNE	NJ
L3005	DOVER (PICATTINY ARSENAL)	NJ
L3006	FORT DIX	NJ
L3007	FORT MONMOUTH	NJ
L3008	LAKEHURST	NJ
L3009	NEWARK	NJ
L3011	NEW MEXICO	NM
L3012	ALBUQUERQUE	NM
L3013	WHITE SANDS MISSILE RANGE	NM
L3015	NEW YORK	NY
L3016	ALBANY	NY
L3017	BUFFALO	NY
L3018	FORT DRUM	NY
L3019	FORT HAMILTON	NY
L3020	HANCOCK	NY
L3021	LONG ISLAND	NY
L3022	NEWBURGH	NY
L3023	NEW YORK CITY	NY
L3024	NIAGARA FALLS	NY
L3025	SENECA ARMY DEPOT	NY
L3026	STEWART AIR FORCE BASE	NY
L3027	SYRACUSE	NY
L3028	WATERVLIET	NY
L3029	WEST POINT	NY
L3031	NORTH CAROLINA	NC
L3032	CHARLOTTE	NC
L3033	FAYETTEVILLE	NC
L3034	FORT BRAGG	NC
L3035	RALEIGH	NC
L3036	RESEARCH TRIANGLE PARK	NC
L3037	SUNNY POINT TERMINAL	NC
L3038	WILMINGTON	NC
L3040	NORTH DAKOTA	ND
L3041	FARGO	ND
L3043	OHIO	OH
L3044	CINCINNATI	OH
L3045	CLEVELAND	OH

L3046	COLUMBUS	OH
L3047	LIMA	OH
L3048	RAVENNA	OH
L3050	OKLAHOMA	OK
L3051	FORT SILL	OK
L3052	MCALESTER	OK
L3053	OKLAHOMA CITY	OK
L3054	TULSA	OK
L3056	OREGON	OR
L3057	PORTLAND	OR
L3058	UMATILLA	OR
L3060	PENNSYLVANIA	PA
L3061	CARLISLE BARRACKS	PA
L3062	CHAMBERSBURG	PA
L3063	FORT INDIANTOWN GAP	PA
L3064	FRANKFORD ARSENAL	PA
L3065	HARRISBURG	PA
L3066	N. CUMBERLAND ARMY DEPOT	PA
L3067	OAKDALE	PA
L3068	PHILADELPHIA	PA
L3069	PITTSBURGH	PA
L3070	SCRANTON	PA
L3071	TOBYHANNA ARMY DEPOT	PA
L3073	RHODE ISLAND	RI
L3075	SOUTH CAROLINA	SC
L3076	CHARLESTON	SC
L3077	COLUMBIA	SC
L3078	FORT JACKSON	SC
L3080	SOUTH DAKOTA	SD
L3081	SOUIX FALLS	SD
L3083	TENNESSEE	TN
L3084	CHATTANOOGA	TN
L3085	KINGSPORT	TN
L3086	MEMPHIS	TN
L3087	MILAN	TN
L3088	NASHVILLE	TN
L3090	TEXAS	TX
L3091	CORPUS CHRISTI	TX
L3092	DALLAS	TX
L3093	EL PASO	TX
L3094	FORT BLISS	TX
L3095	FORT HOOD	TX
L3096	FORT SAM HOUSTON	TX
L3097	FORT WORTH	TX
L3098	GALVESTON	TX
L3099	HOUSTON	TX
L3100	MARSHALL	TX
L3101	RED RIVER ARMY DEPOT	TX
L3102	SAN ANTONIO	TX

L3103	TEXARKANA	TX
L3105	UTAH	UT
L3106	DUGWAY PROVING GROUND	UT
L3107	FORT DOUGLAS	UT
L3108	SALT LAKE CITY	UT
L3109	TOOELE ARMY DEPOT	UT
L3111	VERMONT	VT
L3112	BURLINGTON	VT
L4003	VIRGINIA (OUTSIDE D.C.)	VA
L4004	CHARLOTTESVILLE	VA
L4005	FORT A.P. HILL	VA
L4006	FORT EUSTIS	VA
L4007	FORT LEE	VA
L4008	FORT MONROE	VA
L4009	FORT PICKET	VA
L4010	FORT STORY	VA
L4011	LANGLEY AIR FORCE BASE	VA
L4012	NEWPORT NEWS	VA
L4013	NORFOLK	VA
L4014	RADFORD	VA
L4015	RICHMOND	VA
L4016	WARRENTON	VA
L4017	WINCHESTER	VA
L4019	WASHINGTON	WA
L4020	BELLEVUE	WA
L4021	FORT LAWTON	WA
L4022	FORT LEWIS	WA
L4023	SEATTLE	WA
L4024	TACOMA	WA
L4025	WALLA WALLA	WA
L4027	WEST VIRGINIA	WV
L4028	BECKLEY	WV
L4029	HUNTINGTON	WV
L4031	WISCONSIN	WI
L4032	BARABOO	WI
L4033	FORT McCOY	WI
L4034	MILWAUKEE	WI
L4036	WYOMING	WY
L4038	DISTRICT OF COLUMBIA DC	DC
L4039	CORPS OF ENGINEERS DC	DC
L4040	FORT MCNAIR DC	DC
L4041	MILITARY DIST OF WASH DC	DC
L4042	USAAA NCR DC	DC
L4043	USAREC DRC DC	DC
L4044	WALTER REED MED CENTER DC	DC
L4046	VIRGINIA VA	DV
L4047	ARLINGTON (PENTAGON) VA	DV
L4048	ALEXANDRIA VA	DV
L4049	FAIRFAX CITY - COUNTY VA	DV

L4050	FALLS CHURCH (MTMC) VA	DV
L4051	FORT BELVOIR VA	DV
L4052	FORT MYER VA	DV
L4053	RESTON VA	DV
L4054	WOODBIDGE VA	DV
L4056	MARYLAND MD	DM
L4057	ADELPHI MD	DM
L4058	BETHESDA MD	DM
L4059	SILVER SPRING MD	DM
L4061	BELGIUM (INCLUDES SHAPE)	BG
L4063	ENGLAND	UK
L4065	GERMANY	GE
L4066	ANSBACH	GE
L4067	ASCHAFFENBURG	GE
L4068	AUGSBURG	GE
L4069	BAD KREUZNACH	GE
L4070	BAMBERG	GE
L4071	BAUMHOLDER	GE
L4072	BERLIN	GE
L4073	BREMERHAVEN	GE
L4074	DARMSTADT	GE
L4075	FRANKFURT	GE
L4076	GARMISCH	GE
L4077	GIESSEN	GE
L4078	GRAFENWOEHR	GE
L4079	HANAU	GE
L4080	HEIDELBERG	GE
L4081	KAISERSLAUTERN	GE
L4082	KARSIRUHE	GE
L4083	MANNHEIM	GE
L4084	MUNCHEN GLADBACH	GE
L4085	MUNICH	GE
L4086	NUERNBERG	GE
L4087	OBER RAMSTADT	GE
L4088	PIRMASENS	GE
L4089	SCHWEINFURT	GE
L4090	STUTTGART	GE
L4091	WIESBADEN	GE
L4092	WORMS	GE
L4093	WUERZBURG	GE
L4094	ZWEIBRUECKEN	GE
L4096	GREECE	GR
L4098	ITALY	IT
L4099	LIVORNO	IT
L4100	VICENZA	IT
L4102	NETHERLANDS	NL
L4103	ROTTERDAM	NL
L4105	SPAIN	SP
L4107	TURKEY	TK

L4109	EGYPT	EG
L4111	JORDAN	JD
L4113	ISRAEL	IS
L4115	OMAN	OM
L4117	SAUDI ARABIA	SA
L4119	CHINA	CH
L4121	GUAM	GU
L5003	JAPAN	JA
L5004	CAMP ZAMA	JA
L5005	KURE (INCLUDES AKIZUKI)	JA
L5006	OKINAWA	JA
L5007	YOKOHAMA	JA
L5009	JOHNSTON ISLAND	JI
L5011	KOREA	KO
L5012	CHUNCHON	KO
L5013	MUNSAN	KO
L5014	PUSAN	KO
L5015	PYONGTAEK	KO
L5016	SEOUL	KO
L5017	TAEGU	KO
L5018	TONGDUCHON	KO
L5019	UIJONG-BU	KO
L5020	WAEGWAN	KO
L5022	KWAJALEIN	KW
L5024	PANAMA	PN
L5026	PUERTO RICO	PR
L5028	SOUTH AMERICA	SM
L5030	DAYTON	OH
L5031	FULDA	GE
L5032	RHEINBERG	GE

APPENDIX D OPTION CODES

(NOTE: Please consult Engineers and Scientists Referral Category Codes, OPM Classification Standards or OPM Qualifications Standards Handbook should additional information on option definitions be needed).

What follows are option codes for the series identified. Don't be concerned if you don't find a specific option code or series. In all likelihood, the Corps doesn't have multiple specialties in that series thus the need to specifically address an option code is negated. Only identify the series when registering the registrant.

GS-0801	General Engineering
GS-0802	Engineering Technician
GS-0806	materials Engineering
GS-0810	Civil Engineering
GS-0819	Environmental Engineering
GS-0830	Mechanical Engineering

GS-0850	Electrical Engineering
GS-0855	Electronics Engineering

ARA	Architecture
CHA	Chemical
CHD	Computer Hardware
CIB	Civil
COH	Construction

ACO	Construction Contracting (USACE Program, only)*
COJ'	Cost Estimating
CST	Computer Software
CWO	Civil Works Operation & Maintenance
CWP	Civil Works Planning

DDE	Dep Dist Engr For Project Management(USACE Program,only)*
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DEB	Design
ELA	Electrical
ELD	Electronics
GEO	Geotechnical (USACE Program, only)*
HYD	Hydraulic (USACE Program, only)*
INA	Industrial
LCM	Life Cycle Project Management (USACE Program, only)*

***NOTE:** You will not find these option codes in the PPP Manual. They have been developed for use in this program for consistency purposes.

MAH	Materials
MEA	Mechanical
RES	Research

SPE	Specification (USACE Program, only)*
STE	Structural
LTTA	Utilities
WAB	Water Resource Development
GS-0201	Personnel Management
<u>GS-0203</u>	<u>Personnel Classification & Assistant</u>
CPO	Civilian Personnel Officer
CLA	Classification
EMA	Employee Development
EMC	Employee Relations
LBR	Labor Relations
STB	Staffing
PSM	Personnel Systems Manager
EEO	Equal Employment Opportunity
GS-0301 ,	<u>Misc Admin and Program</u>
<u>GS-0303</u>	<u>Misc Clerk and Assistant</u>
ANA	Analysis and Planning
COR	Communications
FIB	Financial Management
INS	Information Systems Management
LOA	Logistics
SUB	Supply
<u>GS-0326</u>	<u>Office Automation Support</u>
<u>GS-0334</u>	<u>Computer Specialist</u>
EQC	Equipment Analyst
PRA	Computer Programmer Analyst
PRK	Programmer
SYC	Systems Analyst
SPR	Systems Programmer
<u>GS-0343</u>	<u>Management Analysis</u>
MAL	Manpower
ORG	Organization and Mission
STI	Statistical Analysis
<u>GS-0343/0345</u>	<u>Program Analyst</u>
COZ	Cost Analysis
<u>GS-0392</u>	<u>General Communications</u>
EQD	Equipment Operation

GS-0393 Communications Specialist

TEB Telephone

GS-0510 Accounting

COQ Cost

INE Internal

OPB **operating**

SYA **Systems**